

KENDAL TOWN COUNCIL

Council Meeting: 7th September 2020

You are summoned to attend a meeting of the Council to be held at **7.30 p.m.** on **Monday, 7th September 2020** (via teleconferencing), for the purpose of transacting the business specified in the following agenda.

AGENDA

Rollcall and Apologies

1. 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.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees 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. MINUTES OF COUNCIL MEETING HELD ON 3RD AUGUST 2020 & MATTERS ARISING

To approve the minutes of the meeting held on 3rd August 2020 (see attached)

4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

5. AUDIT, GRANTS & CHARITIES COMMITTEE

To approve the minutes of the meeting held on 27th July 2020 (see attached)

6. PLANNING COMMITTEE

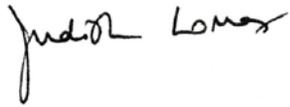
To receive the minutes of the meetings held on 3rd August and 17th August 2020 (see attached)

7. OUTSIDE BODIES – REPORTS FROM COUNCILLORS *(see attached)*

- Kendal Brewery Arts Centre – Cllr Sutton

8. FINANCIAL MATTERS

- (a) **Budgetary Control Statement ended 30th June 2020** *(see attached)*
- (b) **Internal Audit Management Letter and Issues Arising** *(see attached)*
- (c) **Bank Payments Schedules: July 2020** *(see attached)*
- (d) **Invoices over £3,000**

A handwritten signature in black ink that reads "Judith Lomax". The signature is written in a cursive style with a large initial 'J'.

Judith Lomax, Treasurer

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

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 3rd August 2020 at 7.30 p.m.
(Via Teleconferencing)**

PRESENT The Mayor (Councillor A Finch) in the Chair;
Councillors G Vincent, J Brook, G Archibald, S Coleman, S Evans, G
Tirvengadam, A Blackman, R Sutton, J Owen, D Rathbone (Deputy
Mayor), J Cornthwaite, J Dunlop, A Edwards, P Gibson, E Hennessy, H
Ladhams, S Long, C Rowley and T Becker

SLDC Councillor Peter Thornton was also in attendance.

APOLOGIES Councillors G Cook, C Hardy, C Hogg, R Hogg, D Miles, M Miles and K
Simpson

OFFICERS J Lomax (Treasurer) and N King (Council Secretary)

184/20/21 PUBLIC PARTICIPATION

None.

185/20/21 DECLARATIONS OF INTEREST

None.

186/20/21 MINUTES OF COUNCIL MEETING HELD ON 6TH JULY 2020

Members considered the minutes of the meeting of full Council held on
6th July 2020.

Councillor Brook referred to minute 113/20/21 and requested further
amendment as follows:

*“The resolution should clarify that the funding commitment for the Kendal
Flood Relief Scheme was always £150k, but clarification was needed
that 2 payments of £40k for **the financial years 2022/23 and 2023/24** is
required to achieve that amount”.*

It was proposed by Councillor Brook that the minutes be approved as a
correct record, subject to the amendment discussed, and signed by the
Chair. This was seconded by Councillor Coleman and carried
unanimously.

RESOLVED that the minutes of the Council meeting held on 6th July 2020 be
approved as a correct record, subject to the amendment discussed, and
signed by the Chairman.

187/20/21 MAYOR’S COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor had attended the opening of Fryday’s chip shop. He advised
that £158k had been invested back into the business and commented
that this was a fantastic achievement.

03.08.2020

Council

A gift was presented to Liz Richardson who had recently left employment with KTC as Town Clerk. The Mayor thanked Liz for the 12 years of fantastic service she had given to KTC.

188/20/21 MANAGEMENT COMMITTEE

The minutes of the Management Committee meeting held on 20th July 2020 were presented by Councillor Coleman who proposed that they be approved as a correct record. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED That the minutes of the Management Committee meeting held on 20th July 2020 be approved as a correct record of the meeting.

189/20/21 ALLOTMENTS COMMITTEE

The minutes of the Allotments Committee meeting held on 22nd June 2020 were presented by Councillor Finch who proposed that they be approved as a correct record. This was seconded by Councillor Archibald and carried unanimously.

Councillor Sutton referred to minute 088/20/21 and requested further information in respect of verbal abuse received by the Townscape Manager from an allotment holder. Councillor Finch explained the circumstances. An apology has been made and the matter has been resolved.

Councillor Finch provided an update advising that no rabbits have been sighted on Town View for the past 3/4 weeks. Notice of termination has been issued to 3 or 4 plots. The demand for plots has been very high since the pandemic and the waiting list is now full. Some plots are to be split on Rinkfield to create additional sites.

Councillor Rathbone referred to the rat problem and asked whether this is generic around Kendal. Councillor Finch advised that it is a generic problem, however it is being dealt with by pest control.

RESOLVED That the minutes of the Allotments Committee meeting held on 22nd June 2020 be approved as a correct record of the meeting.

190/20/21 CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

The minutes of the Christmas Lights & Festivals Committee meeting held on 29th June 2020 were presented by Councillor Evans who proposed that they be approved as a correct record. This was seconded by Councillor Ladhams and carried unanimously.

Committee had considered comments received from various festivals regarding the payment of grants. Organisers were using the funds for various purposes.

Members of the Committee have met with Councillor Blackman to discuss the possibility of Sandylands Residents Association acting as an umbrella organisation for the Kendal Walking Festival.

03.08.2020

Council

The Christmas lights switch on event will be discussed at the next meeting in September. There will be Christmas lights and a tree regardless of whether the switch on is able to proceed. Councillor Finch expressed his wish for a switch on event to take place. Councillor Evans commented that Committee will endeavour to ensure this happens if at all possible.

Councillor Coleman thanked the Committee for all the work undertaken by them during the recent difficult times.

RESOLVED That the minutes of the Christmas Lights & Festivals Committee meeting held on 29th June 2020 be approved as a correct record of the meeting.

191/20/21 PLANNING COMMITTEE

The minutes of the Planning Committee meetings held on 6th July and 20th July 2020 were presented by Councillor Rathbone who asked Council to receive these minutes.

RESOLVED That the minutes of the Planning Committee meeting held on 6th July and 20th July 2020 be received.

192/20/21 ENVIRONMENT & HIGHWAYS COMMITTEE

The minutes of the Environment & Highways Committee meeting held on 13th July 2020 were presented by Councillor Owen who proposed that they be approved as a correct record. This was seconded by Councillor Hennessy and carried unanimously.

Councillor Archibald noted part attendance had been recorded for himself and Councillor Long and questioned the practice for recording late arrival at meetings. Following discussion it was agreed to record attendance regardless of time of arrival.

Councillor Evans commented on the very attractive planting around town and central planting in Nobles Rest. It was agreed Councillor Archibald would pass on KTC's gratitude to SLDC and the Friends of Nobles Rest in respect of the planting there. Councillor Blackman endorsed the comments made by Councillor Evans.

A request was made by Councillor Blackman that Continental Landscapes be asked to be mindful of hedgehogs when strimming. Councillor Hennessy advised that he had noted this issue and has contacted SLDC who will ensure Continental receive training and be made aware. Hedgehog Highway signage for the area at the back of Archers Meadow has been requested. There will also be an article in the Westmorland Gazette this week encouraging everyone to be mindful of hedgehogs in general.

RESOLVED That the minutes of the Environment & Highways Committee meeting held on 13th July 2020 be approved as a correct record of the meeting.

193/20/21 OUTSIDE BODIES – REPORTS FROM COUNCILLORS

Councillor Sutton had recently attended a trial Zoom meeting of the Integrated Community Care Group and gave a verbal update as follows:

03.08.2020

Council

The group were very pleased to see a thank you paragraph in the recent KTC newsletter and passed on their thanks.

The effect of lockdown on some older, frailer people had been discussed. A lack of exercise has increased frailty in some cases and caused a decline in some dementia sufferers. Some people who have had Covid are experiencing neurological problems. Neuro rehab was lost during the early stages of the pandemic so hopefully that will return soon. The Kendal Community Emergency Planning Group has used over 200 volunteers in the community. That has declined a little recently as people have returned to work and the need is a little less at present.

The Care Quality Commission has been providing PPE and extra care for pharmacists, as well as supporting GP hubs.

The Lighthouse Community Health Group has been organising drop in sessions for people with mental health issues, a volunteer run and a remote befriending service.

Age UK is concentrating on providing IT support and has funding to help people get online.

Issues that have emerged for future consideration include the economy and its effects on people, the effects of lockdown on young people (there appears to be a slight increase in antisocial behaviour in certain areas of Kendal). Help will be needed to keep people active, especially older people, and help people with mental health problems. A Covid Support Group is going to be targeted, training in IT technology (especially where this is not normally used) and new mothers need the support of a health visitor team again which has been lacking due to Covid. A Covid Fund has been raised by the Community Foundation.

FINANCIAL MATTERS

194/20/21 (a) Bank Payments Schedule: June 2020

The Town Treasurer presented the Bank Payments Schedule for June 2020. It was proposed by Councillor Finch that the Bank Payments Schedule for June 2020 be approved. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED That the Bank Payments Schedule for June 2020 be approved.

195/20/21 (b) Invoices over £3,000

The Treasurer reported that there was one invoice over £3,000 which required approval as follows:

Continental Landscapes – summer planting, hanging baskets and planters - £9190.20 plus VAT (total £11,028.24).

Councillor Finch proposed that the invoice be paid. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED That payment of the invoice over £3,000 be approved.

03.08.2020

Council

196/20/21 EXCLUSION OF PRESS AND PUBLIC

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

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

Part II

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

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

197/20/21 STAFFING MATTERS [Paragraph 1]

Councillor Blackman advised that interviews had been held for the position of Town Clerk two weeks ago. A conditional offer of the position has been made and accepted, subject to satisfactory references being received. The selected candidate has been Town Clerk at Workington Town Council since 2013. He was previously the Lead Training Officer with CALC and is currently the Chair of the Cumbria Branch of the Society of Local Clerks. Due to a notice period of 12 weeks there will be a period of time before he is able to take up the role.

The contract of employment is in the process of being finalised. Councillor Ladhams will assist Councillor Blackman in this respect. The matter of holiday entitlement was raised and further advice is being sought in respect of the accrual of additional entitlement.

198/20/21 FINANCIAL OR BUSINESS AFFAIRS [Paragraph 3]

Councillor Coleman updated Councillors in respect of Fantastic Kendal and tourist information services for Kendal. Following dialogue with Fantastic Kendal he advised that it is likely they will be closing down. There are two aspects to this, one being heavy reliance on public funding and the other being problems associated with the volunteer base. Both of which have been affected by the pandemic.

A general discussion ensued regarding what tourist information services might be delivered in the future. Councillor Archibald suggested that there might be an opportunity for a 'bare bones' tourist information facility within the space which will house the new reception area in the Town Hall following refurbishment. He will request that SLDC consider this possibility. Support for such a facility was expressed amongst Councillors.

03.08.2020

Council

199/20/21 READMISSION OF PRESS & PUBLIC

It was proposed by Councillor Coleman to move out of Part II and re-admit the press and public. This was seconded by Councillor Ladhams and agreed unanimously.

RESOLVED that the press and public be re-admitted for the remainder of the meeting.

The meeting ended at 8.27 p.m.

Signature

Date

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 27th July 2020 at 7.00 pm
(Via Teleconferencing)**

- PRESENT** Councillors Julia Dunlop (Vice Chair), Rachael Hogg, Geoff Cook and Douglas Rathbone (Deputy Mayor)
- APOLOGIES** None.
- OFFICERS** Judith Lomax (Town Treasurer) and Nicky King (Council Secretary)
- 166/20/21 PUBLIC PARTICIPATION**
- None.
- 167/20/21 DECLARATIONS OF INTEREST**
- None.
- 168/20/21 MINUTES OF THE MEETING HELD ON 12TH MAY 2020**
- Councillor Dunlop presented the minutes of the meeting held on 12th May 2020, which had been approved by full Council on 1st June 2020.
- It was proposed by Councillor Cook that the minutes be approved as a correct record of the meeting. This was seconded by Councillor R Hogg and carried.
- RESOLVED** That the minutes of the meeting of the Committee held on 12th May 2020 be accepted as a correct record.
- 169/20/21 MATTERS ARISING (Not on Agenda)**
- None.
- 170/20/21 ANNUAL REVIEW OF THE TERMS OF REFERENCE**
- Members considered the Terms of Reference for the Committee.
- Councillor Rathbone proposed that the Terms of Reference be accepted without amendment. This was seconded by Councillor R Hogg and carried unanimously.
- RESOLVED** That the Terms of Reference be accepted without amendment.
- 171/20/21 ANNUAL WORK PROGRAMME**
- The Treasurer presented the Annual Work Programme for the Committee for Members' information and guidance.
- Councillor Cook proposed approval of the Annual Work Programme. This was seconded by Councillor Rathbone and carried unanimously.

RESOLVED That the Annual Work Programme be approved.

172/20/21 BUDGETARY CONTROL STATEMENT – THREE MONTHS ENDED 30TH JUNE 2020

The Treasurer presented the Budgetary Control Statement for the first quarter of the financial year, noting that it is as expected at this point in the financial year.

It was proposed by Councillor Rathbone that the statement be approved and forwarded to Full Council. This was seconded by Councillor Cook and carried unanimously.

RESOLVED That the Budgetary Control Statement be approved and forwarded to Full Council.

173/20/21 INTERNAL AUDIT MANAGEMENT LETTER AND ISSUES ARISING

Members considered the Treasurer's Report and Internal Audit Management Letter which had been previously circulated.

The Treasurer informed Committee that the Council's Internal Auditor, R F Millers, have repeated the note from previous years regarding the high proportion of cash invested with a single organisation, the Cumberland Building Society. The 90 day notice account with the Society pays a preferential rate of interest which is no longer achievable without committing the money for a longer fixed term.

Committee acknowledged the risk of having most available monies with one organisation, but considered this to be within sensible limits. Councillor Rathbone commented that as a result of the pandemic, the Cumberland Building Society's lending book will be almost entirely domestic mortgage related and they too are likely to have "all their eggs in one basket", unlike other institutions KTC might choose. Councillor Cook made the point that although there is currently a large amount invested with the Cumberland Building Society, this will reduce once projects are able to proceed again.

Councillor Cook proposed that the report be approved and forwarded to Full Council. This was seconded by Councillor Rathbone and carried unanimously.

RESOLVED That the Internal Audit Management Letter 2019/20 and report be approved and forwarded to Full Council.

174/20/21 ITEMS FOR THE NEWSLETTER

- Invitations for grant applications.
- Information in respect of any new terms in respect of grants applications, how people should contact KTC etc.

Councillor Cook asked the Treasurer to ensure up-to-date information in respect of the grant application procedure is advertised on social media platforms, KTC website etc.

175/20/21

ANY OTHER BUSINESS

None.

176/20/21

DATE OF NEXT MEETING

Monday 26th October 2020 at 7pm.

The meeting closed at 7.20pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
170	Review of Terms of Reference	RES	That the Terms of Reference be accepted without amendment.
171	Annual Work Programme	RES	That the Annual Work Programme be approved.
172	Budgetary Control Statement	RES	That the Budgetary Control Statement be approved and forwarded to Full Council.
173	Internal Audit Management Letter	RES	That the Internal Audit Management Letter 2019/20 and report be approved and forwarded to Full Council.

KENDAL TOWN COUNCIL

Planning Committee

**Monday 3rd August 2020 at 6.00 p.m.
(Via Teleconferencing)**

PRESENT Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Pat Gibson, Helen Ladhams, Chris Rowley and Graham Vincent

Councillors E Hennessy, S Evans and A Finch were also in attendance for application SL/2020/0431, Duke of Cumberland Inn.

APOLOGIES Councillors Dave Miles and Michele Miles

OFFICERS Nicky King (Council Secretary)

177/20/21 PUBLIC PARTICIPATION

Eamonn Hennessy, District Councillor for Kendal East addressed Committee representing residents and businesses within his ward in respect of application reference SL/2020/0431 (Duke of Cumberland Inn). The application falls outside Kendal East but is on the boundary and will have undoubted impact on it.

There are presently around 300 objections on the SLDC Planning Portal specifically pertaining to the erection of a convenience store on the site. A paper petition also has in excess of 300 residents' signatures citing objections to the proposals.

He outlined primary objections as follows:

- A new convenience store is not necessary infrastructure and will be to the detriment of existing local businesses.
- In an area with existing issues regarding traffic volumes and pedestrian safety such development would exacerbate matters.

Policy DM1 within SLDC's Development Management Policy requires that any development protects and promotes the District's economic qualities and safeguards local amenities and that any development is necessary infrastructure. There are several well-established retail outlets within this area (Sandylands Spar, Harry's Pantry, Premier Stores, Burrels Newsagent, Sandylands Post Office) as well as easily accessible supermarkets. Any new convenience store would be to the detriment of existing businesses. Hence it is difficult to see how the granting of this application could comply with policy DM1 as it would fail to protect local economy and would do the opposite of safeguarding local amenities.

This does not pass the required sequential test as it would be more appropriate within the town centre.

Again referring to policy DM1, any new development should ensure adequate and safe movement of pedestrians, cyclists and motor

vehicles. In an area that already has well documented issues with regards to the safe movement of traffic and pedestrians, a history of incidents in the area and a junction at Appleby/Sandylands Road which is notoriously difficult to safely negotiate, it is felt that the inevitable additional traffic caused by both customers and deliveries would exacerbate the problems. In addition, it should be considered that at lunchtimes and in the times before and after school, when traffic volumes will be at their largest, many potential customers of the proposed store would be school pupils. It is felt that this development would impose further unacceptable risk.

Finally, in an area with already high levels of emissions, additional infrastructure will serve to increase these which is not in keeping with either Town Council's or District Council's aims regarding cleaner air and carbon neutrality.

Shirley Evans, Cumbria County Councillor for Nether Ward, echoed comments made by Eamonn Hennessy. She highlighted the strong local opposition and mentioned a comment made by Highways that this junction is already overwhelmed with traffic and made the point that this would only be made more dangerous. She raised concern in respect of the increased danger to pupils attending Queen Katherine School from increased traffic and the risk of putting the amenity of a local pub out of business. The effects of pollution in an area which is already one of the busiest in Kendal was also raised.

178/20/21**DECLARATIONS OF INTEREST**

Councillor Rathbone declared an interest in respect of the application relating to The United Reformed Church as a URC Elder in this group.

Councillor Rowley declared an interest in respect of the application relating to 104 Windermere Road as he is friend of the applicant.

179/20/21**MINUTES OF MEETING HELD ON 20TH JULY 2020**

Members considered the minutes of the Committee meeting held on 20th July 2020.

Councillor Ladhams requested that a declaration of interest in respect of the application for 19 Whinfell Drive also be recorded.

Councillor Ladhams proposed that the minutes be accepted as a correct record, subject to the amendment highlighted. This was seconded by Councillor Cornthwaite and carried unanimously.

RESOLVED

That the minutes of the meeting held on 20th July 2020 be accepted as a correct record (subject to the amendment highlighted), and signed by the Chair.

180/20/21**MATTERS ARISING**

None.

03.08.2020

181/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP

Councillor Cornthwaite advised that there had been no further meetings held. The next meeting is scheduled for 5th August at 6.30pm.

182/20/21 ANY OTHER BUSINESS

None.

183/20/21 PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED 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 7.20pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0410	Land adjacent to Underbarrow Road, Kendal Residential Development for 19 Dwellings with associated access, landscaping and drainage works.	10.08.2020	Material objections See comments.
2	FPA 0852	52 Kirkland, Kendal Installation of new gas main, boiler and flue	06.08.2020	No material objections
3	FPA 0413	104 Windermere Road, Kendal Replacement single storey rear extension	06.08.2020	No material objections
4	FPA 0414	28 Wattsfield Road, Kendal Demolition of existing garage and erection of single storey side extension	06.08.2020	No material objections
5	FPA 0424	9 Lumley Road, Kendal Alterations including a single storey rear extension & two storey side extension	07.08.2020	Material objections See comments
6	FPA 0407	Kendal Town Hall, Highgate, Kendal Consent to hang public safety message (COVID-19) banner on existing banner rigging for more than 7 days	07.08.2020	No material objections
7	FPA 0436	100A Strickandgate, Kendal Variation of condition 5 (opening hours) attached to planning permission SL/2020/0224 (Change of use of retail shop with storage over (Use Class A1 Shop) to ground floor office (Use class A2 Financial and professional services) and 2 bedroom maisonette to upper 2 floors (Use class C3 Dwelling houses))	11.08.2020	No material objections Provided the property retains the current Class of usage.
8	FPA 0456 & 0457	The United Reformed Church, Highgate, Kendal Conversion of a Church (Use class D1) to a single dwelling (Use class C3) including demolition of rear hall to create garden (Resubmission of SL/2020/0031)	11.08.2020	No material objections
9	FPA 0431	Duke Of Cumberland Inn, 1 Appleby Road, Kendal Erection of convenience store, retention of public house with redesigned beer garden, and reconfigured car park including retained vehicular access from	12.08.2020	Material objections See comments

		Shap Road and relocated vehicular access from Appleby Road		
10	FPA 0439	120 Windermere Road, Kendal Construction of new front dormer, rear dormer to be clad in zinc and rear velux to have clear glass.	12.08.2020	No material objections
11	FPA 0425	133 Stricklandgate, Kendal Variation of conditions 2 (approved plans) 3 (external materials) 4 (windows & doors) 5 (eaves detail) attached to planning permission SL/2017/0712	13.08.2020	No material objections
12	FPA 0426	Luxus One, 139 Stricklandgate, Kendal Variation of conditions 2 (approved plans), 4 (external materials) 5 (roof materials), 6 (window & doors), 8 (permitted working hours), 9 (soft landscaping) attached to planning permission SL/2017/0711	13.08.2020	Material objection Committee uphold the objection by the neighbour. The windows should be realigned in the roof.
13	FPA 0418	52 Castle Grove, Kendal First floor rear extension	14.08.2020	Committee are not able to make any positive or negative comments on this application and would request more specific detail regarding measurements and impact on neighbours.

COMMENTS**Item 1 - SL/2020/0410 - Land adjacent to Underbarrow Road, Kendal**

The Chair outlined the issues regarding this plan and while the site had already received agreement the details of the application did raise significant problems that needed to be addressed. Following discussions, the Committee's recommendation was as follows:

Speeding / parking – all exacerbated by planned increased housing. This should be looked at strategically, in the light of residents' responses & also in the light of the planned additional, subsequent applications for this extended site.

Committee noted, as an example, an accident that occurred today (3.8.20) at the crossroads junction with Queens Road, Greenside & Gillinggate and would highlight a safety issue. There is very bad visibility at this crossroads and the proposal would increase the risk of accidents. It is particularly dangerous for pedestrians and children going to nearby

school(s). The safety of children going to Sunny Brow nursery is also cause for concern. This whole road needs to be looked at – as a whole - regarding increased modern traffic needs resulting from this development which are felt to be far in excess of those stated in the application and evidenced in previous residential sites.

No proposals for non-domestic vehicular transport (cycles & buses), contrary to the Local Plan and planning guidelines. There is a significant distance to the nearest bus stop at the Riflemans Arms (8-900m distance). While bus routes are not in the control or gift of SLDC or CCC, negotiation should be entered into. Without these, the traffic plans are unsustainable. Committee noted no suitable traffic regulation plan has been provided and therefore oppose this application without a supportable one.

The Committee want SLDC to be robust in ensuring social housing policies are upheld. A figure of 5 out of 19 is unacceptable.

The Committee also opposes the S106 viability statement and wishes to ensure that any attempted reduction in the required strategic payment should be strongly resisted given the increased resulting strategic needs for Kendal.

Committee raised the matter of flooding and queried whether water storage is sufficient.

Committee questioned the purpose of access between plot numbers 13 & 14 and where it is actually going

Liaison with LDNPA regarding works interference with Kendal Fell Quarry should also be noted.

Committee takes the opportunity to repeat a strong request to SLDC to actively pursue their plan to remove Kendal's Household Waste Recycling Centre opposite the entrance to this development as planned.

Item 5 - SL/2020/0424 – 9 Lumley Road, Kendal

Scale and dominance with application not in keeping with the majority of Lumley Road.

Committee agree with neighbour's comment re loss of privacy and overlooking of the balcony and side window. From documents provided it is not possible to ascertain how much of the neighbour's property is actually overlooked.

Committee felt the plans did not give sufficient detail as to the proposed access to the garage and would wish clarification to avoid loss of biodiversity to the garden.

There is excessive amenity lighting which is in contravention of the Dark Skies initiative.

Item 9 – SL/2020/0431 - Duke of Cumberland

The Chair outlined that the application should be looked at regarding the material objections that exist to the application as well as highlighting the extremely large number of objections raised on the SLDC planning portal. These objections from residents centre on road traffic safety & In addition he drew attention to Cllrs. Eamonn Hennessey & Shirley Evans' valid & relevant comments.

The main objection is regarding traffic safety and volumes – already difficult with large volumes of traffic at all times of day. Close by junctions of Shap, Appleby and Sandylands

Roads already have safety issues and a history of accidents. In addition, junction access into the Cricket Club provides parking for numerous vehicles and large campervans with attendant safety issues.

The exits on both Shap and Appleby Road could be used as a shortcut for people avoiding traffic. The nature of the shop would mean frequent movement of customer traffic deliveries with no traffic management system in/out and around the car park. We would look to Highways to oppose this because of the above insoluble safety issues.

Traffic safety, pedestrian and cycle safety are also an issue, especially with the new cycle route passing by this site. There is no provision for designated safe loading/unloading bay area – conflict with movement of customer traffic. This is also a recognised route to/from local schools with additional road traffic dangers resulting from this type of outlet and the above issues.

Safeguarding local amenities – Cllr Rathbone stated that “This Committee positively links itself with the many public comments that show clear local support for amenities which have been serving the community for many years and are under threat from this application.

Committee notes objection to the application by the leaseholder of the Duke of Cumberland and that this would directly impact negatively on their business sales, community focus and parking amenity.

Committee draws attention to resident’s comments on the threat to their privacy from this application.

KENDAL TOWN COUNCIL

Planning Committee

**Monday 17th August 2020 at 6.30 p.m.
(via teleconferencing)**

PRESENT Councillors Douglas Rathbone (Chair & Deputy Mayor), Dave Miles, Michele Miles, Pat Gibson, Helen Ladhams, Chris Rowley and Graham Vincent

Graham Harrison was also in attendance.

APOLOGIES Councillor Jonathan Cornthwaite

OFFICERS Nicky King (Council Secretary)

200/20/21 PUBLIC PARTICIPATION

None.

201/20/21 DECLARATIONS OF INTEREST

Councillor Rowley declared an interest in respect of applications relating to 4 Mount Street and 33 Appleby Road as he knows the owners of those properties.

Councillor Gibson declared an interest in respect of 69 Serpentine Road as she is friends with the applicant.

202/20/21 MINUTES OF MEETING HELD ON 3RD AUGUST 2020

Members considered the minutes of the Committee meeting held on 3rd August 2020.

Councillor Ladhams proposed that the minutes be accepted as a correct record. This was seconded by Councillor Vincent and carried with 2 abstentions.

RESOLVED That the minutes of the meeting held on 3rd August 2020 be accepted as a correct record, and signed by the Chair.

203/20/21 MATTERS ARISING

Councillor Rathbone advised that both Councillor Rowley and himself have written to the SLDC Housing Portfolio Holder regarding the windows/double glazing issue previously discussed and remain in correspondence in this respect.

204/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP

Members were advised that a meeting of the working group has taken place since the last Planning Committee meeting. Councillor Cornthwaite will update Committee at the next meeting.

17.08.2020

205/20/21 LAND TO THE SOUTH OF UNDERBARROW ROAD, KENDAL – STREET NAMES

Committee noted confirmation from SLDC Street Name Number Team that the suggested limestone related street names have been agreed by the developer.

206/20/21 ANY OTHER BUSINESS

Councillor Rathbone referred to the Government White Paper on Planning. He felt Committee should consider this and put forward comments to both Full Council and Government. He commented that the White Paper will see wholesale change both in the planning process generically and specifically with the Kendal Conservation Area. It was agreed to add this to the agenda of the next meeting for further discussion.

RESOLVED Government White Paper on Planning to be added to the agenda of the next Committee meeting for discussion.

207/20/21 PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED 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 7.10pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0443	Kendal Magistrate Court, The Courthouse, Burneside Road, Kendal Redevelopment to form 64 retirement living apartments for older people (sixty years of age and/or partner over fifty five years of age), guest apartment, communal facilities, access, car parking and landscaping	18.08.2020	Material objections See comments below.
2	FPA 0892	South View Cottage, South View Lane, Kendal Erection of detached dwelling, two storey extension to existing dwelling and creation of vehicular access	17.08.2020	Material objections See comments below.
3	FPA 0434	1 Hayclose, Hayclose Lane, New Hutton, KENDAL Front porch	19.08.2020	Not considered as outside Kendal Town boundary.
4	FPA 0451	28 Applerigg, Kendal Two Storey Side Extension in lieu of Single Storey	24.08.2020	No material objections.
5	FPA 0485	5 Spital View, Kendal Construction of dormer to roof at the rear of 5 Spital View in the conservation area	24.08.2020	No material objections as long as in accordance with Kendal Conservation Area Policy, Planning Guidance and Precedents.
6	FPA 0477	69 Serpentine Road, Kendal Installation of solar panels and pruning of silver birch tree 'T1' at 69 Serpentine Road.	27.08.2020	No material objections In light of the declared climate emergency, Committee feel solar panels are acceptable in this instance, even within Kendal Conservation Area.
7	FPA 0480	19 Helsington Road, Kendal Proposed front extension & internal alterations	27.08.2020	No material objections Committee suggests the placement of bird boxes should take into account flight lines.

8	FPA 0482	44 Lingmoor Rise, Kendal Proposed single storey rear store, side extension and front porch	01.09.2020	No material objections Be aware of flight lines for bird boxes and suggest moving from where placed on the plan.
9	FPA 0484	98 Oxenholme Road, Kendal Proposed front and rear extension	01.09.2020	No material objections
10	FPA 0511	39 Briarigg, Kendal Alterations and extensions to boundary wall	01.09.2020	No material objections on the basis of local precedents. Committee request clarification in respect of the importance of the splay on the border with number 41. We also request Highways issue an adequate safety report on the wall and sight lines.
11	FPA 0509	4 Mount Street, Kendal Replacement ground floor front windows and front door	02.09.2020	No material objections
12	FPA 0429	14 Kent Street, Kendal Change of use from barbers shop (Use class A1 Shop) to café & bar (Use class A3 Restaurant & café)	02.09.2020	No material objections
13	FPA 0461	33 Appleby Road, Kendal Change the use from a non-residential institution (Use Class D1) to dwelling (Use Class C3)	03.09.2020	No material objections

COMMENTS**Item 1 – SL/2020/0443 - Kendal Magistrate Court, The Courthouse, Burneside Road, Kendal**

Committee would refer back to previous comments made to SL/2019/0841 on 5.12.19, which it felt have not been adequately addressed, and put forward the following material objections:

The Committee agree with the principle, as outlined in 2019 by SHMA, for affordable dwellings of this type. We draw attention to this need and find this application does not meet the policy criteria required, with no seeming viability rationale adequately put forward. Once again we draw attention to the Committee's wish that guidance is given to LSH that policy regarding this should be robustly upheld in this and other cases.

We also draw attention to residents' comments, especially with regard to increased footprint, height in front of the building, flooding risk and increased traffic during construction and afterwards.

Whilst this is not within the Kendal Conservation Area it does face it across Burneside Road and the fourth floor does create a dominant, solid and unremitting frontage which is out of keeping with surrounding properties in terms of scale and dominance. This increase, as designed, adversely affects the appearance along the border of Kendal Conservation Area, especially with regard to the northwest elevation.

The Committee also asks for specific clarification on the demolishing and construction phases of the application, especially in relation to neighbouring properties, the riverside and surrounding roads and with respect to use of articulated lorries. This is of specific concern to residents and the Committee.

We also remind Development Control and Planning of our specific road proposals and travel plan within our comments to SL/2019/0841 on 5th December 2019, especially with regard to taking the corner off the Dockray Hall/ Burneside junction.

Sufficient notice should be taken of Cumbria County Council's report as Lead Flood Authority, objecting to the original surface water drainage strategy. It should be ensured that these objections have been adequately answered by response from CCC and that data supplied & relied on in the application were correct, given the area's flood risk.

Committee are disappointed to note removal of the intended ground source heat pump for heating and request a justification as to why this has been omitted when so much was made of it in publicity for the pre-application.

The Travel Plan encourages cycling, yet only 2 bikes spaces have been accommodated in the buggy store. Committee would suggest at least 10 spaces should be provided for to conform to the needs of the Travel Plan actually used to support this application & SLDC policy.

We therefore ask for a revision of the application before any determination of SL/2019/0841.

Item 2 – SL/2019/0892 - South View Cottage, South View Lane, Kendal

The Committee would refer back to previous comments made for this site which it still wishes to raise as material objections.

It also wishes to put forward the following material objections in addition to neighbour comments received:

Original objections have not been answered by the applicant.

The size, appearance and design of the new build cottage is not in keeping with the character or appearance of the immediate (conservation) area. We also draw attention to potential loss of privacy as outlined in neighbours' comments.

Building standards are not compatible with Planning Guidance for the Kendal Conservation Area.

Vehicular access issues have not been addressed with the impact on the Lane.

We strongly object to the use of uPVC for windows/doors due to this being within the Kendal Conservation Area with no reasonable pretext and there being no known precedent of breaching these planning guidelines in the immediate area.

The Committee also draws attention to the Greenfield designation as outlined in 3 West Groves neighbour comment.

The extension of the existing property is felt to be acceptable but the new build "cottage" on a seeming Greenfield site means that this application is not compatible with the Local Plan or policy.

The Committee still states, as with its previous comments, that this new build is a suburban application within a semi-rural curtilage. The building of two properties of such a size does not conform to the aims of the LDP and the changes in submission do not adequately answer that issue.

KENDAL TOWN COUNCIL REPORT

To: Full Council	7 th September 2020
From: Cllr Sutton	Agenda Item No. 7

Notes from the Kendal Brewery Arts Centre Trustees Meeting on 30.07.2020

The opening date of the Brewery Arts Centre will be the 8th September. There will be 3 strands to the opening:

1. Creative learning classes will start in mid-September in all subjects though there will be fewer sessions due to cleaning etc. The tutors are keen to get back if a little nervous.
2. Cinema opening. There will be new gangways in cinemas 1&2. Some seats have been taken out. There will be paperless tickets booked on-line.
3. The bar and kitchen will be open Wednesday-Saturdays. The idea is to keep things simple but try to make it exciting and appealing. There may be more space as the vats may be removed temporarily. Take-aways will be available. People's details will be taken when booking tables or at the bar to enable tracking and tracing. Table service for meals will still take place.

The garden area will still be in use.

The "fold" project linking young people with artists will return this autumn. There will be some live performance involved. There will be an on-line gallery for dance/film etc.

In the cinema sitting with friends and family will be encouraged. The biggest change will be the process of booking on-line rather than turning up at the box office.

Looking ahead to next year there may be fewer live events, maybe more outdoor events, perhaps a linked music festival with Kendal Calling. There may be room for conferences and talks. It is hoped to encourage young people to work digitally and perhaps meet people who are in the industry. Possibly have more exhibitions, form a contemporary art gallery.

Finance will be a future problem. The Brewery hopes to get more trusts and foundations on board and seek more sponsorship and business partnerships. More mini-festivals?

There will be some difficult redundancies; particularly as some people have been at the Brewery for a long time. The current staffing consists of 19 members. The tech team will also run the cinema projections.

Grants from S.L.D.C and L.E.P will help at present and also help to fit a digital hub in all learning rooms.

New signage, internal and external, is also being considered.

KENDAL TOWN COUNCIL

Monday 7 September 2020

AUDIT, GRANTS & CHARITIES COMMITTEE

Monday 27 July 2020

Budgetary Control Statement - Three months ended 30 June 2020

1. Budgetary Control Statement

Appendix A

The attached budget statement shows actual income and expenditure to date compared to the expected portion of the 2020/21 budget for the first quarter of the financial year. Adjustments have been made for known significant commitments and for the use of reserves. The variance column indicates the under or overspending against the profiled budget. Underspendings, ie favourable variances, are shown as positive figures, with overspendings, ie unfavourable variances, shown as negative (bracketed) figures.

a) Income £152

The first half-year's precept has been received in line with the budget; the Council has also received a further instalment of CIL (Community Infrastructure Levy) income from SLDC, amounting to £3,943; as agreed this will be transferred to an earmarked reserve until needed.

b) Direct Expenditure +£2,587

Councillors are asked to note the following:

Staff salaries – the budget allowed for additional resource to assist the Town Clerk, which has not been utilised in the first quarter;

Functions – Mayor Making was cancelled this year due to Covid-19;

General Grants - A general grant of £10,000 was paid early following a request from the Brewery Arts Centre;

There has been no use of the contingency provision in the first quarter of the year.

2. Balance Sheet

Appendix B

The Balance Sheet shows a snapshot of the Council's financial position as at 30 June 2020. The following points may be noted:

- The Investments balance of £452,187 comprises £180,000 in the Cumberland Building Society, £2,426 with Nat West and £269,761 in the Council's Barclays Bank Reserve Account. The latter figure is particularly high as it includes the precept income for the next three months.

3. Conclusion

The budgetary control statement indicates that expenditure to 30 June 2020 is within the profiled budget for the year to date.

4. Recommendations

- a) The Audit, Grants and Charities Committee is recommended to consider this report and forward its comments to full Council.
- b) The Town Council is recommended to accept this report, taking account of any comments from the Committee.

KENDAL TOWN COUNCIL					
BUDGETARY CONTROL STATEMENT: 3 MONTHS ENDED 30 JUNE 2020					
APPROVED BUDGET 2020/21	Heading	Budget to Date	Actual to Date	Reserve Entries	Favourable/ (Adverse) Variance
£		£	£	£	£
	INCOME				
	Precept:				
445,761	Council Tax	111,440	111,440		0
2,681	SLDC - Lighting	670	670		0
1,963	SLDC - Elections	491	491		0
450,405	Sub-Total	112,601	112,601	0	0
31,900	SLDC - Grant	7,974	7,975		1
	Other Income:				
1,935	Investment Interest	484	727		243
22,262	Allotment Rents	5,566	5,487		(79)
0	Community Infrastructure Levy	0	3,943	(3,943)	0
50	Miscellaneous	13	0	0	(13)
24,247	Sub-Total	6,063	10,157	(3,943)	151
506,552	TOTAL INCOME	126,638	130,733	(3,943)	152
	EXPENDITURE				
	Management:				
205,688	Staff Salaries & Expenses	51,422	46,120		5,302
(90,060)	Staff Recharges to Services	(22,515)	(22,519)		4
16,425	Premises	4,106	3,920		186
6,250	Supplies & Services	1,563	832		731
12,767	Audit, Subscriptions & Insurances	3,192	3,823		(631)
1,963	Elections	1,963	0		1,963
10,211	Newsletter	6,807	6,807		0
5,000	IT & Website	1,250	1,483		(233)
2,500	Miscellaneous	625	558		67
170,744	Sub-Total	48,413	41,025	0	7,388
	Mayoralty & Ceremonies:				
16,340	Staffing	4,085	4,085		0
5,150	Mayor's Allowance & Christmas Cards	5,150	5,000		150
800	Mayor's Travel	200	0		200
6,700	Functions	2,780	625		2,155
2,500	Twinning Expenses	625	0		625
31,490	Sub-Total	12,840	9,710	0	3,130
	Arts & Heritage:				
1,500	Exhibitions & Restoration of Heritage Items	0	0	0	0
2,000	Kendal Museum	0	0	0	0
3,500	Sub-Total	0	0	0	0
	Allotments:				
24,250	Staffing	6,063	5,290		773
11,485	General Expenses	2,871	2,031		840
0	Improvements & Developments	0	0		0
35,735	Sub-Total	8,934	7,321	0	1,613
	Bloom:				
18,420	Staffing	4,605	4,604		1
27,736	Floral Displays (incl. Community Projects)	2,000	2,000		0
1,700	Bloom Competitions	1,700	0		1,700
(500)	Receipts from Sponsors	(500)	0		(500)
47,356	Sub-Total	7,805	6,604	0	1,201
	Christmas Lights & Festivals:				
8,440	Staffing	2,110	2,110		0
17,000	Christmas Lights Displays	4,250	4,251		(1)
3,000	Christmas Lights Switch-On Event	0	0		0
35,000	Festival Grants	0	56		(56)
63,440	Sub-Total	6,360	6,416	0	(56)
	Environment:				
22,610	Staffing	5,653	6,430		(777)
500	Somervell Garden	125	0		125
0	Parks & Open Spaces Programme	0	0	0	0
23,110	Sub-Total	5,778	6,430	0	(652)
	Highways & Infrastructure:				
2,700	Infrastructure Maintenance	675	0		675
2,500	Litter Bin Emptying	625	390		235
3,500	New Infrastructure	875	0		875
2,681	Lighting - running costs	670	670		0
11,381	Sub-Total	2,845	1,060	0	1,785
41,000	General Grants	0	10,000		(10,000)
	Action Plan Schemes:				
60,750	Allocated Schemes	15,188	18,260		(3,072)
0	Action Plan Income	0	(5,000)	5,000	0
60,750	Sub-Total	15,188	13,260	5,000	(3,072)
5,000	Contingency	1,250	0		1,250
320	Wainwright Award	0	0		0
493,826	DIRECT EXPENDITURE	109,413	101,826	5,000	2,587

APPROVED BUDGET 2020/21	Heading	Budget to Date	Actual to Date	Reserve Entries	Favourable/ (Adverse) Variance
£		£	£	£	£
	CONTRIBUTIONS TO RESERVES:				
60,750	Development Fund	0	0		0
0	Development Fund External Income	0	5,000	(5,000)	0
1,110	Allotments Reserve	278	823		(545)
0	Arts & Heritage Reserve	0	0	0	0
5,000	Election Reserve	0	0		0
0	Community Infrastructure Levy Reserve	0	3,943	(3,943)	(0)
170	Wainwright Fund	0	0		0
67,030		278	9,766	(8,943)	(545)
	USE OF RESERVES:				
(60,750)	Development Fund: Allocated Schemes	(15,188)	(18,260)		3,072
0	Environment Reserve	0	0	0	0
0	Arts & Heritage Reserve	0	0	0	0
(1,963)	Election Reserve	(1,963)	0		(1,963)
(1,500)	Community Infrastructure Levy Reserve	(375)	0		(375)
(320)	Wainwright Fund	0	0		0
(64,533)		(17,526)	(18,260)	0	734
6,581	UNALLOCATED BUDGET	0	0		0
502,904	GROSS EXPENDITURE	92,165	93,332	(3,943)	2,776
3,648	INCREASE/(DECR) IN GENERAL FUND BALANCE	34,473	37,401	0	2,928
	GENERAL FUND BALANCE:				
54,012	Brought forward 1 April 2020	54,012	73,274	0	19,262
3,649	Increase/(decrease) in year	34,473	37,401	0	2,928
57,661	Balance carried forward	88,485	110,675	0	22,190

KENDAL TOWN COUNCIL
BALANCE SHEET AS AT 30 JUNE 2020

	£	£
Investments		452,187.11
Current assets		
Debtors	15,219.57	
Deposits	50.00	
Prepayments	7,502.01	
Cash at bank and in hand	25,177.09	
	<u>47,948.67</u>	
Current Liabilities		
Creditors	35,408.98	
Receipts in Advance	152,696.41	
	<u>188,105.39</u>	
Net Current Assets		(140,156.73)
		<u>312,030.39</u>
Represented by:		
Reserves		
General Fund		110,675.84
Development		82,534.81
Allotments		75,030.30
Arts & Heritage		12,888.38
Environment		142.85
Election		4,000.04
Community Infrastructure Levy		15,397.86
Wainwright		11,360.31
		<u>312,030.39</u>

KENDAL TOWN COUNCIL

FINANCIAL RESERVES AS AT 30 JUNE 2020

	General Fund	Development	Allotments	Arts & Heritage	Environment	Election	Community Infrastructure Levy	Wainwright	TOTAL
	£	£	£	£	£	£	£	£	£
Opening Balance at 1 April 2020	73,274.15	95,794.81	74,207.79	12,888.38	142.85	4,000.04	11,454.74	11,360.31	283,123.07
Add:									
Contributions to Reserves		5,000.00	822.51	0.00	0.00	0.00	3,943.12	0.00	9,765.63
Less:									
Use of Reserves		(18,260.00)	0.00	0.00	0.00	0.00	0.00	0.00	(18,260.00)
Add/(Less):									
Added to/(Used from) General Fund Working Balance	37,401.69								37,401.69
Balance at 30 June 2020	110,675.84	82,534.81	75,030.30	12,888.38	142.85	4,000.04	15,397.86	11,360.31	312,030.39

KENDAL TOWN COUNCIL

Monday 7 September 2020

AUDIT, GRANTS & CHARITIES COMMITTEE

Monday 27 July 2020

Internal Audit Management Letter 2019/20

Report

1. The Council's Internal Auditor, R F Millers, have signed off the Annual Accounts and Governance Return for the year ended 31 March 2020. A copy of the relevant section of the Return is attached, where it will be seen that no exceptions were raised in their assessment of the Council's internal control arrangements.
2. In addition to the signed Return, Millers have issued the attached Management Letter, for consideration by both the Committee and full Council. No new issues have been raised, but they have repeated the note from previous years regarding the high proportion of cash invested with a single organisation, the Cumberland Building Society.
3. The Council's 90 day notice account with the Society pays a preferential rate of interest which is no longer achievable without committing the money for a longer fixed term. The investment, currently £180,000, is entirely consistent with the Council's investment policy, so the only issue is the risk of having most available monies with one organisation.
4. The Building Society has recently published its accounts for the year ended 31 March 2020, which show that it had assets of £2,664 million and reserves of £194 million at that date. The Council has previously accepted the potential risk in investing the majority of its medium-term resources with the Building Society in view of the size of the organisation and its asset base. It is also expected that the amount available for investment will decrease as Action Plan projects progress.
5. The Council's Annual Return is currently with the External Auditors, PKF Littlejohn, for their review. The Internal Audit Management Letter is being reported to Council in September in case PKF Littlejohn seek comment from the Council before issuing their opinion.

Recommendations

6. The Committee is recommended to:
 - a) consider the Internal Audit Management Letter;
 - b) review the rationale for accepting the identified investment risk; and
 - c) forward its comments to full Council.

7. The Town Council is recommended, subject to the comments made by the Audit, Grants and Charities Committee, to:
 - a) accept the Internal Audit Management Letter; and
 - b) note that it has assessed and continues to accept the investment risk identified in previous years by the Internal Auditor.



Private and Confidential

16 July 2020

The Directors
Town Hall
Highgate
Kendal
Cumbria
LA9 4DL

PCN/BC/FB/KLT01/GEa

Dear Sirs

Report to Management

We have recently completed our internal audit for the year ended 31 March 2020. There were no points that arose during this period, however, we would like to refer to the matters highlighted previously.

Our examination is based on a review of the system of internal and financial control and whether this is deemed to be adequate for the council. Our work is carried out with reference to the Public Sector Internal Audit Standards and the Practitioners Guide to Governance and Accountability for Local Councils.

In our opinion, the general control environment at the council is good and we do not consider the issues raised to be fundamental to the operation of the council. We have seen nothing to suggest the weaknesses, as raised, have created issues to the council.

Finally, we would like to take this opportunity to express, our thanks to your staff, in particular Mrs Lomax for the co-operation and assistance given to us during the course of your internal audit.

Yours faithfully

A handwritten signature in black ink that reads 'R F Miller & Co'.

R F Miller & Co

Cont.....

Points noted during the course of our audit for the year ended 31 March 2020.

Follow up from previous comments

Points noted, implications and Recommendations	Comments
<p>1) The council still have £180,000 invested with the Cumberland Building Society which at the year comprised about 64% of the council's cash based assets.</p> <p>Whilst the council is not covered by the FCA compensation limit of £85,000, we believe that having such a high proportion of the council's cash assets with a single entity is a risk.</p> <p>We note that since this observation was first made, the investment policy has been updated and this does mitigate the risk though still, while over £85,000 is held with one single entity the risk cannot be mitigated totally.</p>	

Annual Internal Audit Report 2019/20

KENDAL TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

12/05/2020

Name of person who carried out the internal audit

KEITH MICHAEL ROBSON FCCA

Signature of person who carried out the internal audit



Date

29/06/2020

*If the response is 'no' you must include a note to 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).

KENDAL TOWN COUNCIL

July 2020 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
01/07/2020	OL 13530	Tech 4 - upstairs photocopier to 15.06.2020	25.06	5.01	30.07
01/07/2020	OL 13531	Continental Landscapes - supply topsoil & fill beds	425.00	85.00	510.00
01/07/2020	OL 13532	Keith Singleton - coir potting compost	496.50	99.30	595.80
01/07/2020	OL 13533	Stuart Lockton - work on town planting beds	465.00		465.00
01/07/2020	OL 13534	Water Plus - Castle Drive allotments to 21.05.2020	14.26		14.26
01/07/2020	OL 13535	Water Plus - Canal Head allotments to 22.05.2020	47.43		47.43
01/07/2020	OL 13536	Water Plus - Castle Haggs allotments to 20.05.2020	191.57		191.57
01/07/2020	OL 13537	KTT Services - pest control rats at Coley Barn 4 visits	240.00		240.00
01/07/2020	OL 13538	Different Strokes - painting to 8 benches	810.11	162.02	972.13
01/07/2020	OL 13539	Different Strokes - painting to boundary signs Oxenholme	833.50	166.70	1,000.20
01/07/2020	OL 13540	Different Strokes - painting Prospect Terrace/rosemary hill	539.22	107.84	647.06
01/07/2020	OL 13541	Different Strokes - exterior painting All Hallows & Tanners	250.00	50.00	300.00
01/07/2020	OL 13542	Abbott Hall Lakeland Arts Trust - Grant 20/21	3,000.00		3,000.00
01/07/2020	OL 13543	One Voice - (Centre Independent Living) grant 20/21	1,500.00		1,500.00
01/07/2020	OL 13544	The Quaker Tapestry - grant 20/21	2,000.00		2,000.00
01/07/2020	OL 13545	South Lakes Citizens Advice Bureau grant 20/21	5,000.00		5,000.00
02/07/2020	OL 13546	Growing Well - grant 20/21	500.00		500.00
02/07/2020	OL 13547	Manna House - grant 20/21	2,250.00		2,250.00
02/07/2020	OL 13548	Kendal Community First Responders - grant 20/21	1,000.00		1,000.00
02/07/2020	OL 13549	North West Air Ambulance Charity - grant 20/21	1,000.00		1,000.00
02/07/2020	OL 13550	Great North Air Ambulance Service - grant 20/21	1,000.00		1,000.00
02/07/2020	OL 13551	Kendal Community Theatre - grant 20/21	750.00		750.00
02/07/2020	OL 13552	1127 (Kendal) Squadron grant 20/21	1,000.00		1,000.00
02/07/2020	OL 13553	Kendal Windows on Art - grant 20/21	750.00		750.00
03/07/2020	OL 13555	Carer Support South Lakes - grant 20/21	2,000.00		2,000.00
03/07/2020	OL 13554	Cumbria Alcohol & Drug Advisory Service - grant 20/21	2,250.00		2,250.00
03/07/2020	OL 13556	The Birchall Trust - grant 20/21	2,250.00		2,250.00
03/07/2020	OL 13557	South Lakeland Hydrotherapy Trust - grant 20/21	3,000.00		3,000.00
03/07/2020	OL 13558	South Lakes Dementia Community - grant 20/21	500.00		500.00
03/07/2020	OL 13559	Hallgarth Senior Citizens - grant 20/21	500.00		500.00
03/07/2020	OL 13560	Abbot Hall Bowling Club - grant 20/21	50.00		50.00
03/07/2020	OL 13561	With Singing in Mind - grant 20/21	500.00		500.00
04/07/2020	DD/STO	Grenke Leasing - downstairs printer/photocopier	114.48	22.90	137.38
15/07/2020	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
15/07/2020	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
16/07/2020	DD/STO	Sage UK	20.00	4.00	24.00
16/07/2020	OL 13562	Heron Hill School Bee Team - KiB Community Grant	500.00		500.00
20/07/2020	DD/STO	Busy Bees - Charges for Childcare Vouchers	0.35	0.07	0.42
20/07/2020	DD/STO	Busy Bees - Childcare Voucher	10.00		10.00
21/07/2020	DD/STO	Moorepay - HR & Health & Safety Advice	175.00	28.30	203.30
27/07/2020	OL 13563	Christmas Plus - Additional bunting	190.00	38.00	228.00
27/07/2020	OL 13564	Christmas Plus - Repairs to Festive display/replace festoon	975.00	195.00	1,170.00
27/07/2020	OL 13565	Christmas Plus - Anchor Point Testing	2,789.80	557.96	3,347.76
27/07/2020	OL 13566	CT Hayton - Padlock etc	26.56	5.31	31.87
27/07/2020	OL 13567	CT Hayton - sundries	26.12	5.22	31.34
27/07/2020	OL 13568	Lound Road Garage - fuel for TC van	112.30	22.45	134.75
27/07/2020	OL 13569	Lound Road Garage - fuel for TC van	16.51	3.30	19.81
27/07/2020	OL 13570	MD Hanafin & Sons - Posts	212.52	42.50	255.02
27/07/2020	OL 13571	Cinnamon Ltd - Covid 19 Risk Assessment	220.00		220.00
27/07/2020	OL 13572	FM - Face masks, hand gel, cleaning products etc	54.05		54.05
27/07/2020	OL 13573	CCC Horticare - Boundary beds/temp perennials etc	360.50		360.50
27/07/2020	OL 13574	Itek - Monthly Service Fee	245.00	49.00	294.00
27/07/2020	OL 13575	P&W Confidential - Confidential Waste Sacks	12.75	2.55	15.30
27/07/2020	OL 13576	JGP - Recruitment Services	1,000.00	200.00	1,200.00
27/07/2020	OL 13577	RfM - Payroll Services to 5 July 2020	99.00	19.80	118.80
27/07/2020	OL 13578	RfM - Internal Audit y/e 31.03.2020	800.00	160.00	960.00
20/07/2020	OL 13579	Net pay - July 2020	9,391.48		9,391.48
17/07/2020	OL 13580	HMRC - Tax & NI June 2020	1,352.07		1,352.07
17/07/2020	OL 15381	Cumbria LG Pension - June 2020	2,865.05		2,865.05
06/07/2020	DD/STO	Barclays - Commission	6.50		6.50
16/07/2020	DD/STO	Docusign - monthly fee	25.00	5.00	30.00
30/07/2020	DD/STO	EE - Townscape Manager's phone rental	16.04	3.21	19.25
06/07/2020	DD/STO	Suez via Barclaycard - green waste collection	127.22	25.43	152.65
			56,887.95	2,067.27	58,955.22