

# KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 1<sup>st</sup> February 2021 at 7.30 p.m.  
(Via Zoom)**

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

Also in attendance:  
Jason Rushworth (Newsquest)  
Becki Winter, Lancaster City Council  
Peter Thornton, SLDC Councillor

**APOLOGIES** Councillors D Miles, M Miles, A Edwards, R Hogg and T Perkins

**OFFICERS** C Bagshaw (Town Clerk) and N King (Council Secretary)

**575/20/21 PUBLIC PARTICIPATION**

None.

**576/20/21 PRESENTATION: COMMUNITY LAND TRUSTS**

The Chair welcomed Becki Winter from Lancaster City Council to the meeting. Becki is a resident of Kendal and is interested in setting up a Community Land Trust site. She presented information on the background to Community Land Trusts, their potential and possibilities to develop one in Kendal. A Community Land Trust acquires land on behalf of a community for housing or community uses such as gardens or community centres. It is member owned. A recent new build scheme in Halton created 20 affordable homes. Becki explained that she is looking for more people to join the steering group.

The main aims of a Community Land Trust are:

- To contribute to improving the stock, quality and sustainability of affordable housing in the Kendal and surrounding area by setting up a Community Land Trust
- To work in partnership with Local Authorities, advisory and voluntary bodies, Housing Associations, parish and other local groups, and individuals who support the objectives.
- To consult with and represent, the wider community and those in need of affordable housing.
- To secure a formula to permanently protect the Trust's housing, so that it cannot be lost to the open housing market and remains available for local people
- To include sustainability, wherever possible, in the design and building of affordable housing, in particular to help make running costs affordable too.
- To stimulate community and self-help opportunities wherever possible

- To welcome membership from the wider community who support the aims of the group
- To develop other projects in response to the needs expressed by the community and to respond to other development opportunities as they arise

Several members spoke in support of the project. Councillor Rowley highlighted a demand amongst private householders and asked whether there would be a potential for mixed, private housing. It was confirmed that a scheme can include market rate housing depending on the scale and size of the project, which can increase viability. Affordable housing would be first and foremost.

Councillor Coleman asked whether land would be more viable for development if SLDC or CCC had land to put into a land trust. Becki advised that would be the ideal route.

**577/20/21                    DECLARATIONS OF INTEREST**

None.

**578/20/21                    EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**

Council agreed there were no agenda items during consideration of which the press and public should be excluded.

**579/20/21                    MINUTES OF COUNCIL MEETING HELD ON 4<sup>TH</sup> JANUARY 2021**

Members considered the minutes of the meeting of full Council held on 4<sup>th</sup> January 2021.

Councillor Coleman proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED** that the minutes of the Council meeting held on 4<sup>th</sup> January 2021 be approved as a correct record and signed by the Chairman.

**580/20/21                    MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor advised he had no announcements.

**581/20/21                    BUDGET AND PRECEPT 2021-22**

Members considered the budget and precept for 2021-22. A 3% increase to the band D Council Tax rate was proposed by Councillor Coleman and seconded by Councillor Archibald.

A general discussion ensued. Councillor Evans commented that ideally she would not want to see any increase, but KTC have to look to the future. She said the proposed small increase will support some very good projects which will improve Kendal for the future and ensure it continues to be a fantastic place to live.

Councillor Brook advised 3% equates to an increase of £1.29 on a Band

D rate, which is 2.5p per week. In his opinion this is the minimum realistic increase for residents, whilst enabling the delivery of a whole range of projects that would see a positive impact on the town. It allows for an element of unexpected spend and, whilst it uses some reserves it does not deplete them altogether.

Funding of £25,250 to support Kendal Futures and the Kendal Vision initiative was queried by Councillor Vincent. He requested reassurance regarding the governance procedure in this respect. Councillor Archibald recalled previous discussion and agreement by KTC to support Kendal Futures.

It was noted the proposed increase would accommodate all project requests submitted by Committees. The 3% increase, along with £90k drawn down from reserves, would enable all projects to be funded, including some multi-year projects.

The proposal was carried with no abstentions.

**RESOLVED** Council approve a 3% increase to the Band D Council Tax rate.

**582/20/21 MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 18<sup>th</sup> January 2021 were presented by Councillor Coleman who proposed that they be received.

**RESOLVED** That the minutes of the Management Committee meeting held on 18<sup>th</sup> January 2021 be received.

Councillor Coleman then presented the following recommendations of the Committee:

**583/20/21** (1) Town Clerk to proceed with the recruitment of a Finance and Administration Officer.

It was noted that the current role of Treasurer includes a large amount of administration/bookkeeping. This is better carried out by a Finance and Administration Officer, with the setting and monitoring of budgets for committees undertaken by the Town Clerk.

Councillor Coleman proposed approval of the recommendation. This was seconded by Councillor Cook and carried.

**RESOLVED** That the Town Clerk proceed with the recruitment of a Finance and Administration Officer

**584/20/21** (2) Town Clerk to proceed with moving Council's finances to an alternative system designed for the Local Council sector.

Councillor Coleman proposed approval of the recommendation. This was seconded by Councillor Owen and carried.

**RESOLVED** That the Town Clerk proceed with moving Council's finances to an alternative system designed for the Local Council sector.

- 585/20/21** (3) Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1<sup>st</sup> April. Town Clerk to update staff contracts accordingly and ensure contracts are aligned with the start of the financial year.

In order to better describe the role of the current Assistant to the Town Clerk, it had been recommended to amend the job title to Council Services Officer. The pay scale would increase from points 14-22 to 14-26 (additional points added for supervising staff).

It was also recommended to increase the Project Manager's hours from 18.5 to 30 hours per week in order to allow KTC to better meet the challenges presented by the Climate Emergency and the Council's response. It would also enable the Project Manager to be the de facto deputy to the Town Clerk when required.

Councillor Coleman proposed approval of the recommendation. This was seconded by Councillor Blackman and carried.

- RESOLVED** Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1<sup>st</sup> April.

**586/20/21 PLANNING COMMITTEE**

The minutes of the Planning Committee meeting held on 4<sup>th</sup> and 18<sup>th</sup> January 2021 were presented by Councillor Rathbone who asked Council to receive these minutes.

- RESOLVED** That the minutes of the Planning Committee meeting held on 4<sup>th</sup> and 18<sup>th</sup> January 2021 be received.

**587/20/21 ENVIRONMENT & HIGHWAYS COMMITTEE**

The minutes of the Environment & Highways Committee meeting held on 11<sup>th</sup> January 2021 were presented by Councillor Owen who proposed that they be received.

- RESOLVED** That the minutes of the Environment & Highways Committee meeting held on 11<sup>th</sup> January 2021 be received.

**588/20/21 OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

Councillor Sutton updated on the meals on wheels service from Westmorland General Hospital which is still operating very steadily. The service has expanded slightly with new customers, but the aim is to keep things much the same as they were before expanding. This is subject to Covid developments and the recruitment of more volunteers.

Sight Advice are offering a new phone service on Thursday evenings at 7pm to hear a short story being read.

Councillor Long presented a verbal report in respect of Kendal Futures. She outlined the aspirations of Kendal Vision as follows:

- To enhance the community assets and surrounding areas
- To repurpose underused space in the town
- To deliver quality, affordable housing in the town centre
- To deliver employment and staff opportunities in the town centre and immediate vicinity
- Improve transport, cycling and walking opportunities and create a more sustainable Kendal.

She advised that the first priority is the station gateway project and making sure management systems are in position. Councillor Vincent commented that a significant amount of money for this project is coming from the Sainsbury's Section 106 Agreement which would soon be getting close to its end date. Councillor Long replied that it is intended that the Vision is part of the group that decides how that money is spent.

Councillor Long advised that Kendal Futures will be holding a briefing session in February to which all Councillors will be invited.

Councillor Rathbone requested that he be invited to any planning workshops held by Kendal Futures.

**589/20/21 FINANCIAL MATTERS**

**590/20/21 (a) Bank Payments Schedule: December 2020**

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

**RESOLVED** That the Bank Payments Schedule for December 2020 be approved.

**591/20/21 (b) Petty Cash Payments (April – December 2020)**

The Town Treasurer presented the Petty Cash Payments for April - December 2020. It was proposed by Councillor Severn that the Petty Cash Payments for April - December 2020 be approved. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That the Petty Cash Payments for April - December 2020 be approved.

**592/20/21 (c) Invoices over £3,000**

The Treasurer reported that there were no invoices over £3,000 which required approval.

**Vote of Thanks**

A vote of thanks to the departing Treasurer was proposed by Councillor Cook and seconded by Councillor Severn. The Town Clerk commented that the Treasurer produced a clean audit this year and has done a great job under challenging circumstances. He added that challenges to staff have been very intense this year with the closure of the Town Hall, departure of the Town Clerk and Covid. He highlighted very impressive effort from all staff, including the Treasurer, who lead the line when required during difficult times.

The meeting ended at 8.36 p.m.

Signature .....

Date .....