

Kendal Town Council

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



22 November 2024

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 2 December 2024**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Council Chamber at 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 'C Bagshaw'.

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.

4. Minutes of Last Meeting (pages 4 to 8)

To receive the minutes of the meeting held on 7 October 2024 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 9 to 10)

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

6. Mayor's Communications and Announcements (pages 11 to 13)

To receive a report from the Mayor on recent activities and to hear any announcements (list of engagements attached).

7. External Auditor's Report (pages 14 to 16)

To receive and note the report from the Council's External Auditor on the Annual Governance and Accountability Return (AGAR) 2023-24, and to consider the proposed actions for dealing with the 'Except Fors' (see attached).

8. Reports and Minutes from Committees (pages 17 to 58)

To receive verbal reports from the Council's Committees. Committee chairs are invited to give a brief account of their Committee's recent activities, if applicable.

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

- (a) Audit Committee on 21 October 2024
- (b) Allotments Committee on 30 September 2024
- (c) Kendal in Bloom Committee on 22 October 2024
- (d) Mayoralty and Heritage Committee on 23 September 2024
- (e) Planning Committee on 7 October, 21 October and 4 November 2024

9. Reports from Representatives on Outside Bodies (pages 59 to 61)

To receive reports from the Council representatives on the following outside organisations:

- (a) Integrated Community Care (a written report from Cllr R Sutton)
- (b) Lancaster Canal Regeneration Partnership (a written report from Cllr L Hendry)
- (c) South Lakes Action on Climate Change (a written report from Cllr S Blunden)

10. Budget 2025/26 (page 62)

To consider a report on the Budget and Precept for the next Financial Year (2025/26) (see attached).

11. Wainwright Award 2024 (page 63 to 64)

To note the timetable the Wainwright Award 2024 (see attached).

12. Schedules of Payments (pages 65 to 66)

To receive the schedules of payments for September and October 2024 (see attached).

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of the meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 7 October 2024, at 7.40 p.m.

Councillors

G Archibald	Present	A Blackman	Present
S Blunden	Present	J Brook	Apologies
D Brown	Present	A Campbell	Apologies
S Coleman	Apologies	J Cornthwaite (Mayor)	Present
J Dunlop	Present	L Edwards	Present
R Edwards	Apologies	D Evans	Apologies
C Hardy	Apologies	A Finch	Absent
L Hendry	Present	M Helme	Apologies
H Ladhams	Present	E Hennessy	Present
D Miles	Present	S Long	Present
C Russell	Present	D Rathbone	Present
K Simpson	Present	M Severn	Absent
P Thornton	Apologies	G Supka	Present
R Sutton (Deputy Mayor)	Present	G Tirvengadam	Present

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Officer) and Natalia Williams (Development and Delivery Officer (Deputy Clerk)).

Rachel Miller addressed Council on the work of **Cumbria CVS** (Council for Voluntary Services), which was a registered charity offering support to third sector organisations throughout Cumbria. The charity was only able to carry out the work for which it had funding. It offered training, a support service, funding advice, governance support and volunteer support, and worked across a wide range of organisations. Ms Miller referred to a recent networking event which had been very successful, with all sorts of conversations having taken place and many referrals to other organisations having been arranged. Ms Miller referred to the work of the organisation which was currently being carried out in Kendal, for example first aid training for volunteers, training in use of social media and volunteer recruitment, to name but a few. She referred to "Trustees Week" which was coming up in the first week of November when support would be offered to organisations in recruitment of the correct individuals. The organisation also looked to reach out to employers to make it easier for their staff to volunteer. Ms Miller also drew attention to an upcoming event being held by the Poverty Truth Commission in South Lakeland, pointing out that places remained available for those who wished to attend. Ms Miller raised three requests:

- If the Council was running any events including community groups, to keep Cumbria CVS in the loop.
- To post the organisation's leaflets on the Council's notice boards to spread the good word.
- If the Council worked with any groups which would benefit from Cumbria CVS's support, to send them in the right direction.

The Mayor expressed thanks to Ms Miller for the organisation's work and for her contribution to the meeting and she responded to questions raised by Members. The Mayor further offered support in his position on the Town Council.

Andrew Nixon addressed Council on the work of Outside In, which was the only indoor play charity in Cumbria and Kendal. The organisation, which had been the brainchild of a group of local parents, welcomed everyone to the centre to play and have fun, relax, learn, share, socialise, get active, feel looked after, cared for and cared about. The centre also included a changing places toilet facility. Mr Nixon stressed the need for the centre to continue to exist and offer its incredible service. He referred to the support also offered to refugees and asylum seekers, to young adults with learning disabilities, to Bee Unique, to Upstart and to Kendal Parent Networking Group, to name but a few. Mr Nixon streamed videos for Members to see and drew attention to an activity book produced by the organisation based on Kendal Castle called "Cumbria Explorers".

Mr Nixon responded to questions raised by Members who expressed strong support for the work being carried out and asked to be kept up to date on progress, particularly around finance. The Mayor thanked Mr Nixon for his presentation.

34/2024 Apologies

Apologies for absence were received and accepted from Cllrs Brook, Campbell, Coleman, R Edwards, Evans, Hardy, Helme and Thornton.

35/2024 Declarations of Interest

No declarations of interest were raised under this item.

36/2024 Exclusion of Press and Public

There were no excluded items included within the agenda.

37/2024 Minutes of Last Council Meeting

Resolved: To receive the minutes of the meeting of the Council held on 29 July 2024 and to authorise the Chair to sign them as a true record.

38/2024 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the Council.

The fact that the Council had been going to carry out a review of its outside bodies was raised, and the Town Clerk informed Members that he had made successful contact with around six or seven so far. He undertook to report back to a future meeting with an interim statement.

Resolved: An interim statement on outside bodies to be brought to the next meeting of the Council.

A further query was raised regarding progress in relation to Civility and Respect, and the Town Clerk reported that this had been considered by Audit Committee who would be recommending actions at its next meeting to forward on to the Management Committee.

With regard to progress in addressing the issue of training on LGBTQIA+ terminology, the

Town Clerk explained that this would form part of the Audit Committee's response on the Civility and Respect agenda. Attention was drawn to the fact that Westmorland and Furness Council now had a Diversity Officer who may be able to offer assistance.

A suggestion was raised for both the Environment Agency and Kendal BID to be invited to address Council on their work in due course.

Resolved: To note the report.

39/2024 Mayor's Communications and Announcements

The Mayor presented a report on his recent diverse activities, from attendance at a dog show to attendance at Carlisle Cathedral for the Battle of Arnhem 80th Anniversary Commemoration Service. He referred specifically to the success of the Torchlight Festival and, as Mayor of Kendal, hoped that this would continue next year and that the Town Council would continue to provide funding. Cllr Ladhams who was on the Torchlight Committee took the opportunity to thank the Council for its support, referring to the hard work that was carried out throughout the year. She thanked those Members who had acted as marshals and hoped for their continued assistance next time. Members wished to ensure that the Torchlight Committee was formally thanked for the immense amount of work in running a successful and safe event which brought so much joy to everyone.

The Mayor referred to the Council's new Development and Delivery Manager (Deputy Clerk) who was fulfilling her role admirably and taking on some of the Town Clerk's workload. He further referred to forthcoming civic events relating to Remembrance Day, with information being available from the Heritage Officer.

Attention was drawn to the recent successful visit in August to Altstadtfest in Rinteln. The Mayor referred to both towns' aspiration to bring fresh, younger members on board and to the start of a potential exchange between the two youth football teams.

Resolved: To note the report.

40/2024 Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees and committee chairs were invited to give a brief account of their committee's recent activities, if they so wished:

- (a) Allotments Committee on 5 August 2024 – Cllr Archibald presented the minutes.
- (b) Audit Committee on 22 July 2024 – Cllr Russell presented the minutes. He reported that Civility and Respect was one of the major initiatives being worked on by the Committee, and felt that the Council was doing well, with few exceptional occasions. Cllr Russell further outlined the process for setting and approving the Council's 2025/26 budget, with all committees currently identifying priorities from the Kendal Town Council Plan and forming projects with budgets to address agreed priorities. Management Committee would then make an assessment prior to Full Council considering the draft budget on 1 December. The final budget would be set by Full Council on 3 February 2025.
- (c) Culture and Communities Committee on 16 September 2024 – Cllr Ladhams presented the minutes.

- (d) Environment Committee on 15 July and 9 September 2024 – Cllr Hennessy presented the minutes. Cllr Hennessy reported that the opening event for the Eddington Café had now taken place. He had extended the Council's thanks for the organisation's work and they had in turn extended gratitude for the Council's funding. It had been fantastic to attend and to see the brilliant work being carried out, and he urged all Members to visit themselves.
- (e) Kendal in Bloom on 23 July 2024 – Cllr Blackman presented the minutes. He drew attention to the fact that the Town Council had not entered Cumbria in Bloom this year. He further referred to the open event which had been due provisionally to be held in Autumn, explaining that this would now not take place until February 2025.
- (f) Management Committee on 17 July and 2 September 2024 – Cllr Dunlop (Vice-Chair) presented the minutes.
- (g) Planning Committee on 29 July, 19 August and 2 September 2024 – Cllr Rathbone presented the minutes. A query was raised with regard to Biodiversity Net Gain and as to whether the Town Council's requests for swift bricks were acted upon by the Planning Authority and how this could be reported on. Cllr Rathbone and the Town Clerk responded, explaining that if Members wanted to be provided with these details, then this work would require funding. He undertook, however, to draw attention to victories where possible.

Resolved: To receive the minutes of recent meetings of the Council's standing committees shown above.

41/2024 Reports from Representatives on Outside Bodies

Council considered reports from the Council representatives on the following outside organisations:

- Brewery Arts Activity Report April 2024 (submitted by Cllr J Dunlop)

Cllr Dunlop referred to her recent visit to Brewery Arts, drawing attention to the large scale of the building. She was keen to get to know the breadth of the activity undertaken, which was demonstrated by the report and the summary of arts activities and admissions during 2023-34. She further referred to a recent Board meeting attended by both herself and Cllr Rathbone as Westmorland and Furness Council's representative, explaining that they had come away from the meeting feeling optimistic.

- Lakes Line Rail User Group Meeting held on 30 September 2024 (a written report by Cllr S Coleman circulated at the start of the meeting)

It was suggested that the report from Cllr Coleman in relation to Lakes Line Rail User Group be included on the agenda for the next meeting of the Council so that he could answer any questions. Cllr Rathbone, who was Westmorland and Furness Council's representative on the Group, informed Members that the Group spent a lot of time providing feedback and engaging with the various rail franchise holders. He also referred to the Town Council's planters and raised the need for volunteers to help out with them; he suggested that anyone interested should contact either himself or Cllr Coleman.

Resolved: To receive the reports from representatives on the outside organisations shown above.

42/2024 Schedule of Payments

The Council was presented with the schedule of payments for July and August 2024. The Town Clerk referred to the payment of £42,000 to the agreement with Kendal Futures on work around projects around connectivity and improvements to street scene. He drew attention to the £3,200 in relation to the staff cycle scheme, suggesting that this should also be extended to councillors. The Town Clerk finally referred to the small payment of £240 for garden services, explaining that this was for Japanese Knotweed eradication for which the Council continued to use glyphosate, as this remained the only successful method.

The Town Clerk answered a number of questions raised by Member, explaining that the funding for the agreement with Kendal Futures had been dealt with by the Management Committee, as this formed part of that Committee's Terms of Reference, and would remain on its agenda as a standing item. The Council's representative on Kendal Futures confirmed that she looked forward to providing Management Committee with an update. The Town Clerk further provided details around the service charge paid for the Mayor's Parlour, also explaining that the Town Council was responsible for its standalone alarm system. He added that this formed part of his current discussions with colleagues at Westmorland and Furness Council, also drawing attention to the recent major changes and pressure on the Town Hall as a result of the closure of County Hall. In response to a suggestion, the Town Clerk undertook to provide clarity around services charges within future schedules of payments. He further undertook to request presence at a future meeting by representatives from both the Environment Agency and Kendal BID; Members also suggested that the Police, United Utilities and South Lakes Housing be invited to address Council.

Resolved: To provide clarification within future schedules of payments around the service charge paid by the Town Council to Westmorland and Furness Council in relation to the Town Hall.

Resolved: To invite the Environment Agency, Kendal BID, the Police, United Utilities and South Lakes Housing to address Council at future meetings.

Resolved: To receive the schedule of payments for July and August 2024.

The meeting closed at 9.20 p.m.

Full Council - Minute Action Sheet - as at 22 November 2024								
Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
5	31/07/2023	40/2023	Civility and Respect Pledge	To sign up to the Pledge from the National Association of Local Councils, however, to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct, with input to be sought from all Members	CB		22-Jul-24	Being considered through Management Committee and now being actioned by the Audit Committee. Recommendations will be sent back to the Management Committee for consideration before adoption by the Full Council.
10	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to address the issue of training on LGBTQIA+ terminology within the Respect agenda.	CB		In progress	
22	07/05/2024	10 2024	Representation on Outside Bodies	For officers to seek clarification about the meetings of the organisations where shown.			09-May-24	Clarification has been sought with a number of bodies and the information will be compiled in due course.
23	07/05/2024	10 2024	Representation on Outside Bodies	For officers to make further inquiries concerning the establishment of an active Museum Partnership Committee with Westmorland and Furness Council and Kendal College.			24/05/2024	Engagement commenced with W&FC and KC
24	07/10/2024	38/2024	Minute Action Sheet	An interim statement on outside bodies to be brought to the next meeting of the Council.				Not yet complete. Report to be considered by Management Committee in January.

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
25	07/10/2024	42/2024	Schedule of Payments	To provide clarification within future schedules of payments around the service charge paid by the Town Council to Westmorland and Furness Council in relation to the Town Hall				This will be clarified as the Council clarifies its current contracts with Westmorland and Furness Council.
26	07/10/2024	42/2024	Schedule of Payments	To invite the Environment Agency, Kendal BID, the Police, United Utilities and South Lakes Housing to address Council at future meetings.			21-Nov-24	Invites sent out for meetings in 2025.

Kendal Town Council

Council – 2 December 2024

Mayor's Engagements October – December 2024

Mayor:

Tuesday 15th October 2024	13:30 – 15:00	Cumbria in Bloom Awards Ceremony	Kendal Town Hall
Tuesday 15th October 2024	18:30	Kirkbie Green Community Group	6 Kirkbie Green (home of Austin Challis)
Wednesday 16th October 2024	18:30	Pizza and Quiz Night	Marra, Branthwaite Brow
Thursday 17th October 2024	10:30	Judges Service	Carlisle Cathedral
Friday 18th October 2024	11:00 – 15:00	South Lakes Citizens Advice Open Day	1 Wainwright Yard
Friday 18th October 2024	19:30	Kendal Rotary Club Concert	St Thomas' Church, Kendal
Tuesday 22nd October 2024	13:00	Young Carers	Mayor's Parlour
Wednesday 23rd October 2024	12:00	CancerCare Centre Visit	The Lakes Centre, Blackhall Rd, LA9 4BT
Saturday 26th October 2024	AM	Seed and bulb planting	Kirkbie Green
Saturday 26th October 2024	16:00 – 17:00	Friends Got Talent Show	Lads & Girls Club, Beezon Fields, Kendal, LA9 6BD
Saturday 26th October 2024	Evening	Choral Society Open Day	St George's Church
Sunday 27th October 2024	10:30 - 14:30	Bay Health Festival - Sunday Fun Day	Kendal Leisure Centre
Monday 28th October 2024	12:30	Visit to Hydrotherapy Pool	Sandylands Road, LA9 6JG
Saturday 2nd November 2024	19:15	Made in Dagenham - performance by Kaos Musical Theatre	Kendal Town Hall
Friday 8th November 2024	15:00	Clean River Kent Campaign	Mayor's Parlour
Friday 8th November 2024	19:00	Fireworks Display	Kendal Rugby Club, Shap Rd

Saturday 9th November 2024	9:30 – 11:30	Kirkbie Green Community Group Working Party	North and South Greens
Saturday 9th November 2024	11:00 – 15:00	Craft Fair	Lads & Girls Club, Beezon Fields, Kendal, LA9 6BD
Sunday 10 th November 2024	All Day	Remembrance Sunday Parade	
Monday 11 th November 2024		Armistice Day	Market Square
Tues 12th November 2024	20:30 – 21:30	Paddy McGuinness Cycling Challege	War Memorial
Wednesday 13th November 2024	6:30	Paddy McGuinness Cycling Challege	War Memorial
Wednesday 13th November 2024	10:30 – 13:00	InterFaith Week Talk	Quaker Meeting House
Thursday 14th November 2024	11:40 – 12:40	NWAS Event	Kendal Town Hall
Sunday 17th November 2024	11:00	Interfaith Service	Kendal Unitarian Chapel
Thursday 21st November 2024	17:00	Christmas Light Switch on	Abbot hall Park then Market Place
Thursday 21st November 2024	17:00	Opening Ceremony of Kendal Mountain Festival	TBC
Monday 25th November 2024	18:30	KGCP meeting with Mayor and Big Cheque	Mayor's Parlour
Wednesday 27th November 2024	14:00 – 15:30	World AIDS Days	Kentwood Clinic, Kendal
Wednesday 27th November 2024	17:30 – 19:00	Project Launch	The Conference Suite, Stricklandgate House

Deputy Mayor:

Tuesday 15th October 2024	13:30 – 15:00	Cumbria in Bloom Awards Ceremony	Kendal Town Hall
Tuesday 15th October 2024	18:30	Kirkbie Green Community Group	Kirkbie Green
Saturday 26th October 2024	16:00 – 17:00	Friends Got Talent Show	Lads & Girls Club, Beezon Fields, Kendal, LA9 6BD
Saturday 9th November 2024	9:30 – 11:30	Kirkbie Green Community Group Working Party	North and South Greens
Saturday 9th November 2024	11:00 to 15:00	Craft Fair	Lads & Girls Club, Beezon Fields, Kendal, LA9 6BD
Sunday 10 th November 2024	All Day	Remembrance Sunday Parade	
Monday 11 th November 2024		Armistice Day	Market Square
Wednesday 13th November 2024	10:30 – 13:00	InterFaith Week Talk	Quaker Meeting House
Thursday 14th November 2024	11:40 – 12:40	NWAS Event	Kendal Town Hall
Sunday 17th November 2024	11:00	Interfaith Service	Kendal Unitarian Chapel
Wednesday 27th November 2024	14:00 – 15:00	World AIDS Days	Kentwood Clinic, Kendal

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 2 December 2024
From: Town Clerk	Agenda No: 7
Description: To receive and note the External Auditor's report, and to consider the proposed actions on Except Fors	

Background

The Council's Audit Committee has reviewed the External Auditor's Report for 2023-24., which was published alongside the Notice of Conclusion of Audit on 1 October 2024. The Committee accepted the proposed actions by the Responsible Finance Officer (RFO).

The External Auditor's report is appended to this report. As last year, it is an unqualified audit, with two minor 'except-fors', which the Council must address and account for in the 2024-25 AGAR.

The 'except-fors' in 2023-24 are:

- 1) The Internal Auditor omitted the council's website address from the top of their submitted report.

This was corrected immediately, and has been noted by the IA.

- 2) The External Auditor, in noting the Council's levels of reserves, and their relationship with earmarked reserves, recommends that the Council works towards ensuring that the unallocated (and therefore available cash) reserve is in the region of three months operating costs. This is in line with the recommendations in the JPAG Practitioners' Guide

This would be around £175,000 on current budgets. It is difficult to predict the precise level of general reserves at year end, but a conservative estimate suggests we will be on track to have at least £60,000 unallocated on current expenditure. Further reserves could be identified if project funding is more aggressively reviewed. The Council should set out a three-year medium term financial plan as a part of its annual budget process, which should show how these reserves will be identified. This will be reported to Management Committee in the first instance, and the full council at its Precept setting meeting in February.

Decision Required

The Council is asked to note the External Auditor's report and accept the proposed mitigating actions.



Our ref: 979/1639345

29 September 2024

Mr C Bagshaw
Kendal Town Council
Kendal Town Council
Town Hall
Kendal
Cumbria
LA9 4DL

Moore East Midlands
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Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2024

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2024.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A template Notice of Conclusion of Audit form is available on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

This notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

In respect of **Kendal Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Upon review, general reserves appear to be held at a low level. The Council should keep this under review and ensure that they have sufficient general reserves to cover expenditure. Per Paragraph 5.33 of JPAG Practitioners' Guide, better practice suggests this should generally be at least 3 months expenditure as a minimum. These cannot include ring fenced funds and should avoid including funds which are designated for another purpose.

On review we note that on the Internal Auditors report, the Council website was left blank when the documents were submitted to us. We believe this is a human error on completion and that the requirements to complete the internal audit have been correctly completed.

3 External auditor certificate 2023/24

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

26/09/2024

Kendal Town Council

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



Minutes of a meeting of the Audit Committee held on Monday, 21 October 2024, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr S Coleman	Apologies	Cllr J Dunlop	Present
Cllr L Edwards	Present	Cllr D Evans	Present
Cllr M Helme	Apologies	Cllr C Russell (Chair)	Present
Cllr D Rathbone (Vice-Chair)	Present		

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant) and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

Also present: One member of the public.

Public Participation

Mrs Shirley Evans addressed the Committee, disappointed to feel that she had to return to express her concerns in relation to the Town Council's reports and minutes and the process behind them. She felt that there had been another missed opportunity to address those concerns which had previously been raised in a constructive way so that all could have confidence in Kendal Town Council's Audit Committee.

The Chair thanked Mrs Evans for her contribution and said that the Committee would note and take on board her comments, in the spirit of a learning and improving Council.

A18/2024 Apologies

Resolved: To receive and accept apologies for absence Cllrs Coleman and Helme.

A19/2024 Declarations of Interest

No declarations of interest were raised under this item.

A20/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

A21/2024 Minutes of the Last Meetings

(a) Further to Minute A13/2024 of the meeting of the Committee held on 22 July 2024 and with regard to discussion around Minute No.A20/2023 of the meeting held on 29 January 2024, the Town Clerk drew to Members' attention information which had subsequently come to light. This was in relation to a typographical error in the third paragraph which suggested that the External Auditor was now satisfied that systems were in place and working as intended, with regard to certain internal review policies and procedure which were out of date due to changes in systems. It should, however, have read that "so External Audit could be satisfied that systems were now in place and working as intended, it

required the following (information as detailed within the remainder of that minute).” The Town Clerk explained, however, that the upshot of this was now immaterial, with the External Auditor since having been provided with all the information required. He further pointed out that the current audit carried out by the External Auditor made no mention of the circumstances alluded to. The Town Clerk suggested that, whilst the set of minutes of 29 January 2024 could no longer be amended, the Committee could instead place on record now what had been drawn to its attention. The Chair thanked the Town Clerk for clarification on the matter and stressed the need now to move forward.

It was raised that this problem exemplified issues which had been previously raised with regard to a lack of written reports being attached to agendas to allow Members to appropriately prepare in advance for meetings. It also highlighted the need for the process by which minutes were produced to be re-examined to ensure that it was fully fit for purpose, with this being fundamental to the decisions made by the Committee.

Other comments raised were around the fact that a mistake had been made and that this would be learnt from to ensure that it was not repeated. The written reports which had been included on the agenda for this meeting were welcomed and the need for this to continue moving forward was stressed. It was, therefore, suggested that clarification along the lines outlined above be, therefore, recorded within the minutes of this meeting.

Resolved: To place on record the fact that there was a typographical error within the minutes of the meeting of the Committee held on 29 January 2024 and that the third paragraph of Minute No.A20/2023 should have read as follows:

“The letter from External Audit also referred to the fact that it had been noted that certain internal review policies and procedures were out of date due to changes in systems. Explanations had, however, led External Audit to state that it was unlikely that any matters had been improperly concluded by the Council. As a result of this and so that they could be satisfied that the systems were now in place and working as intended, External Audit required being provided with a copy of the updated policies and procedures in relation to financial management during the year and for internal controls to be provided with the 2024 AGAR, together with a copy of the minutes adopting those practices, and to see confirmation from the Internal Auditor that they had reviewed these policies and were satisfied that they were being followed.”

(b) The Committee considered the minutes of the meeting of the Audit Committee held on 22 July 2024.

Attention was drawn to Minute No.A17/202 to the paragraph prior to the resolution and the first sentence. It was suggested that the reason for the concern raised around the importance of the Committee’s independence should have been clarified within the sentence.

It first having been proposed and seconded to receive the minutes and to authorise the Chair to sign them as a true record, an amendment was then proposed and seconded. This was for the start of the paragraph prior to the resolution to be altered to read, “Whist some concern was expressed, it was pointed out that involvement by the Audit Committee would prevent it from being fully independent from assessing future progress. Members went through the tick list...”. A vote was taken on the proposed amendment, but was lost on the Chair’s casting vote, and it was subsequently

Resolved: To receive the minutes of the meeting of the Audit Committee held on 22 July 2024 and to authorise the Chair to sign them as a true record.

A22/2024 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

The Town Clerk informed the Committee of recent staffing changes, including the recent loss of the Council's Events Officer, and was pleased to report that the recently-appointed Development and Delivery Manager (Deputy Clerk) had now implemented a new telephony system. Still on his list to do was Item Ref.28 regarding Risk Assessment; whilst the Town Clerk was currently acting as the Health and Safety Advisory, there remained a job to be done in terms of a Health and Safety Audit. The Town Clerk intended to bring together a list of candidates for the permanent role and to bring a report to the next meeting of the Committee. With regard to Item Ref.37 regarding the Civility and Respect Audit, the Town Clerk continued to work on this and was talking to other Councils, as well as having himself recently undertaken Safeguarding training. A Safeguarding policy had been written and was available. A number of items within the Minute Action Sheet, the Town Clerk explained, could now be removed from the list; others would be discussed later in the meeting. In response to a query, he said that Management Committee was responsible for the approval of policies, with the Audit Committee ensuring that they were carried out appropriately.

The recent pressures on staff were acknowledged and the question was raised as to the current status. The Town Clerk explained that the Heritage Officer had been temporarily covering the Events Officer's role along with his own during her absence but that the plan was now to amalgamate both roles. This would result in a loss of seven staffing hours overall. There was also an outstanding job of work to be done in terms of flood support work.

Reference was made to Item Ref.20 regarding Bank Reconciliation and the need for the amended document to be brought before the Audit Committee for approval, including the additional step of oversight of the Council's bank reconciliation statements within the Council's financial procedures. The Town Clerk explained that this was in place but incomplete. He would bring this back to a future meeting of the Committee so that Members could examine the overall Docusign process; he was pleased to point out that the new Internal Auditor had been impressed with what she saw. It was suggested that this could be trialled as a pilot study for reviewing procedures.

The Chair took the opportunity, on behalf of the Committee, to place on record and ask the Town Clerk to convey Members' heartfelt thanks for the former Events Officer's work and commitment to Kendal Town Council during her employment.

Resolved: The Town Clerk to convey Members' heartfelt thanks to the former Events Officer for her work and commitment to Kendal Town Council during her employment.

Resolved: To note the report.

A23/2024 2024/25 Budget Monitoring

The Committee considered a report on the Council's budget and expenditure as at 10 October 2024. The Town Clerk drew particular attention to the Staffing budget and the consequences of this year's staffing changes on the outturn. This budget was likely to be underspent, however, the Town Clerk also drew attention to the need to have found temporary cover which could be costly. The Town Clerk further drew attention to the potential for the Council to have to pay election costs in 2026. He lastly referred to the Development budget and informed the Committee that this was currently being examined with a view to reviewing the list of projects.

Resolved: To note the report

A24/2024 Bank Reconciliation

The Town Clerk presented the bank reconciliation statements as at 9 October 2024, informing the Committee that the Council currently had £1.2m in the bank. He explained that he had recently moved some money into a 90 day high interest account with the Cumberland Building Society; the 4.5% interest achieved would fund some shortfalls in the revenue budget. He drew attention to the fact, however, that Westmorland and Furness Council would be cutting the Town Council's budget by £33,000 in the forthcoming year. He explained the reason behind this cut and the previous Government legislation in relation to Council Tax which had, to date, resulted in this funding.

Resolved: To receive and note the bank reconciliation statements as at 9 October 2024.

A25/2024 Internal Auditor's Report

The Town Clerk reported that, as a part of her review of the Council's activities and practices, the Council's new Internal Auditor had made the first of her six month reviews. The six-month review was good practice, and was intended to allow the Internal Auditor to flag issues to the Council before they became problematic. The Internal Auditor's review was appended to the report. The Town Clerk explained that the Committee should report its actions to the Full Council in a brief report accompanying the Internal Auditor's report.

The Internal Auditor had made three recommendations for action, and these, together with the Town Clerk's responses, were outlined as follows:

(1) There were a number of regular Direct Debit entries, which could be authorised by Council at the outset of each financial year (financial regulation 5.6 refers). This was not mandatory, but could save time and effort in individual authorisations.

By far the greatest number of Direct Debit payments were for allotment water accounts with Water Plus. Water Plus was a joint venture between United Utilities and Severn Trent, and the Council has bought its allotment water from them since they had been established in 2016, following 'deregulation'. Allotment water supplies were metered, and the Townscape Officer took regular meter readings to identify any specific issues, such as leaks, which could become very costly. It was in the nature of allotment water supplies that their use was both seasonal and weather dependent, making accurate individual predictions difficult. The issue was not helped by Water Plus's billing practices, which appeared to attempt to second guess usage, and were usually incorrect, meaning the Council's bills appeared to career around in value, often ending up in credit. Such practices were probably not going to be alleviated by a single annual permission, but officers would monitor the position up to year end to see if this would be feasible.

(2) The Council continued to operate an account with Nat West, which held a very small balance and was no longer necessary. It would be advisable to close this account and transfer the balance.

In the apparent absence of supporting documentation from our predecessors, it had been found to be very difficult to access this account, with Natwest being unwilling to correspond with anyone who was not a signatory on the account. However, a recent paper document search had revealed more account details previously, so officers would proceed with closing this account and transferring the money to the Council's general accounts.

(3) *The Town Council had a number of unusual and specific areas of risk management, mainly connected with the heritage collection. Discussion with the Town Clerk had pointed to some good practice in minimising risk and protecting the collection. This was not currently documented in a specific risk policy and it had been agreed that this would be a valuable exercise to undertake with the relevant committee.*

The Mayoralty and Heritage Committee had been made aware of the ongoing audit of the Council's historic collection. Issues that had come to light included a mismatch between asset lists kept by different members of staff (part of the 'silo' system previously operated by the Council), and a lack of detail in some of the collection descriptions. The Council was also short of provenance data, and recent valuations of the artworks. Provenance and current valuations were vital to ensure that the Council properly protected what it owned on behalf of the people of Kendal, and had mitigations in place to cover the risks and liabilities, both of the Council's owned items, and those on long-term loan.

The Chair was keen to identify what was within the Audit Committee and what could be passed on to others, for example, the Management Committee. The Town Clerk explained that everything was being dealt with and welcomed the very thorough interim audit which had been carried out by the new Internal Auditor; this was echoed by the Chair. Members also felt heartened by the thorough report.

Reference was made to the Risk Management issue and the need to protect the Town's heritage for which the Council was custodian. Also raised was the need to receive prior authority in relation to direct debit payments for water accounts with Water Plus. The Town Clerk was unable to respond to the question as to the amount of money remaining in the Nat West Bank due to that Bank being unwilling to correspond with anyone who was not a signatory on the account; this problem had, however, recently been resolved. It was suggested that the Internal Auditor should not have signed off on this matter without the relevant information being available at the time.

Resolved: To receive the Internal Auditor's six-month report for 2024-25, to note the actions outlined above and to report accordingly to Full Council.

A26/2024 External Auditor's Report

The Town Clerk reported that the final part of the 2023-24 AGAR was the External Auditor's report, which had to be published by the Council alongside the formal Notice of Conclusion of Audit, 1 October 2024. Where the External Auditor had not been able to conclude their Audit, an Interim Statement was supplied and the Council had to publish an Interim Notice. This is what had happened in 2022-23, when the Audit had not been concluded until January 2024. For the Audit year 2023-24, the External Auditor had supplied an Interim Statement on 27 September, indicating that the Audit would not be completed within the statutory timeframe. However, the final Report and Certificate had been submitted on 30 September, and so had been published (the same day), along with a Notice of Conclusion of Audit.

The External Auditor's report was appended to this report. As last year, it was an unqualified audit, with two minor 'except fors', which the Council had to address and account for in the 2024-25 AGAR.

The Except fors in 2023-24 were:

The internal auditor omitted the Council's website address from the top of their submitted report.

This had been corrected immediately, and had been noted by the Internal Auditor.

The External Auditor, in noting the Council's levels of reserves, and their relationship with earmarked reserves, recommended that the Council work towards ensuring that the unallocated (and therefore available cash) reserve was in the region of three months' operating costs.

This would be around £200,000 on current budgets. It was difficult to predict the precise level of general reserves at year end, but a conservative estimate suggested that the Council would be on track to have at least £60,000 unallocated. Further reserves could be identified if project funding was more aggressively reviewed. The Council should set out a three year medium term financial plan as a part of its annual budget process, which should show how these reserves will be identified. This would be reported to the Management Committee in the first instance, and Full Council in due course.

The Chair pointed out that this was a significant matter for both the Management Committee and the Audit Committee whose responsibility was in terms of risk.

In response to a query, the Town Clerk informed the Committee that a policy on reserves existed, albeit an old one which had not kept pace with the current budget. It was suggested that there were two ways in which to deal with the situation, by putting extra money into general reserves over two to three years or by carrying out a fundamental re-assessment of how the Council managed its projects.

The general consensus of opinion was to suggest to Management Committee to take seriously the need to build up general reserves incrementally over three years, at around £30,000/£45,000 per year, and to then review.

The Town Clerk further raised the matter of the 2026 elections and the potential for a large amount of the Council's reserves to be spent, with the election years currently being out of sync with Westmorland and Furness Council's.

Strong concerns were voiced around the Council's management of projects, particularly around those for which funding had been earmarked but which were not moving forward. The Town Clerk explained that he and the Development and Delivery Manager (Deputy Clerk) were currently examining this issue. The Chair said that the Council had learnt a lot over the past few years in terms of the budget strategy and was pleased to know that officers were reviewing these matters. He looked forward to this being brought back to the Audit Committee in order to recapture learning. He further referred to the budget timetable which was currently being followed by committees in order to make recommendations to the Management Committee in early November.

Resolved: To receive the External Auditor's report for 2023-24, to concur with the approach in relation to the actions outlined above and to report accordingly to the Management Committee in the first instance and then to Full Council in due course.

The meeting closed at 9.10 p.m.

Kendal Town Council

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



Minutes of a meeting of the Allotments Committee held on Monday, 30 September 2024, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.00 p.m.

Kendal Town Council Members

Cllr G Archibald (Vice Chair)	Present	Cllr J Cornthwaite	Present
Cllr L Edwards	Present	Cllr A Finch (Chair)	Present
Cllr C Hardy	Apologies	Cllr L Hendry	Present

Co-optees

Jon Cox (and Castle Hags Ext Representative)	Apologies
Chris Rowley (and Underley Road Representative)	Apologies
Ros Taylor (and Wattsfield Representative)	Present

Site Representatives present

Canal Head	Deborah Allison
Castle Hags	Gwen Tordoff
Crow Tree	Bryan Williams

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Janine Holt (Council Services Officer), Pierre Labat (Townscape Officer) and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

A10/2024 Apologies

Apologies for absence were received and accepted from Kendal Town Cllr Hardy and from Co-optees (and Site Representatives) Jon Cox (Castle Hags Ext) and Chris Rowley (Underley Road).

A11/2024 Declarations of Interest

The Chair, Cllr Finch, and Ros Taylor, Co-optee and Site Representative, declared an interest in Agenda Item No.7 (Budget and Rent Review 2025/26), as outlined at Minute No.A16/2024 below.

A12/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included in the agenda.

A13/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Allotments Committee held on 5 August 2024 and to authorise the Chair to sign them as a true record.

A14/2024 Minute Action Sheet

The Council Services Officer presented a report on actions taken by officers on resolutions or recommendations made at previous meetings. She referred to recent confusion which had arisen with regard to the current status of the new tenancy agreement and reported that she would circulate the updated document to Committee members during the forthcoming week. In response to a query regarding the issue of surplus produce, the Council Services Officer explained that it had been felt that this could not work logistically, however, that this could be something that the Committee may wish to revisit in the future. She pointed out that there was, however, a surplus food box at Canal Head. In addition, the Council Services Officer reported that the Projects Officer was looking into the potential for a community apple pressing event.

Resolved: To note the report.

A15/2024 Review of Spend against 2024/25 Budget

The Council Services Officer presented a report reviewing spend against the budget as at 23 September 2024. There was currently £4,644 available in Allotments General Expenditure. The Council Services Officer drew attention to Agenda Item No.8 (Town View Pathway Improvements) (Minute No.A17/2024 below) and recommended that, should funds remain available, then consideration should be given to allocating them to these improvements.

Resolved: To note the report.

A16/2024 Budget and Rent Review 2025/26

Note - The Chair, Cllr Finch, and Ros Taylor, Co-optee and Site Representative, declared an interest in this item of business by virtue of being allotment holders. They remained in the room, however, took no part in the discussion or voting on the item.

The Committee was asked to consider a proposed draft budget for the forthcoming financial year, 2025/26, and the plot rental charges for 2026.

The draft proposed budget for 2024/25 was as follows:

Item	2024-25	Est outturn	percentage	Proposed 2025-26	Notes
Water	1,950	1,950	100%	2,100	
Rent	1,050	900	86%	1,050	Anticipated rental increase for Castle Hags Ext
Pest control	3,200	3,200	100%	3,300	
Maintenance	9,000	9,000	100%	9,200	
Total	15,200	14,640	96%	15,650	

The Town Clerk referred to the estimated rental incomes, which were intended to cover the general running costs of the estate, plus a contribution to the overheads. The Committee set the allotment rental fee 14 months in advance. The last rental increase had lifted the price per square metre from 41p in 2024, to 44p in 2025, in order to meet the additional costs of inflation, which had been running quite high alongside perceived volatility caused by international events. However, inflation had now stabilised, and an increase of 1p would seem like a realistic proposal for 2026, taking the rental price to 45p per square metre. The consequences of last year's rental increase was, as yet, unknown, though it was expected that there would be a small drop in demand as a consequence. Schemes remained in place to assist any tenant who required support.

The proposed estimated rental incomes were as follows:

	2024	2025	2026	Notes
Income	25,094 (Outturn)	26,000	26,500 (Proposed)	

The Town Clerk referred lastly to Allotment Reserves, explaining that there was a small draw down proposed on the allotment reserve in the current financial year to meet the investment required at Town View Field to maintain the site's viability. Subsequent draw-down on this fund would depend on the development of projects to increase the supply of allotment sites or to replace sites lost due to the development needs of the landowner (tenanted sites only):

	1 April 2024	Proposed 1 April 2025	Proposed 31 March 2026
Cash	68,225	62,000	64,000

The Town Clerk drew attention to a typographical error within the report, explaining that the last column in the table relating to allotment reserves should refer to 31 March 2026, and not 2025 as stated.

Attention was drawn to the proposed Maintenance Budget, which was up by only £200 on the previous year. It was questioned whether this was enough, with the Townscape Officer's list of tasks being so large. The Council Services Officer explained, however, that this general maintenance task list was not onerous and that it did not require additional funds. The Town Clerk, in response to a further query, explained the reason behind a cautionary proposed rental increase of 1p in 2026.

Resolved: To recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

A17/2024 Town View Pathway Improvements

The Council Services Officer reported that, whilst undertaking allotment visits, it was noted that the main internal pathway on Town View needed upgrading for health and safety reasons. The pathway was treacherous, especially when it was wet. The ground was slippery, uneven and very steep. After rain, the lower part of the site was rendered virtually inaccessible. The site layout was a legacy from the former South Lakeland District Council regime, which itself took on the former Kendal Borough estate. It seemed to have had little investment in the previous 20 years. A map of the site was attached to the report for reference.

Professional advice had been sought on how best to improve the pathway and boundary edges of the plots. Because of the difficulty of access, it is likely to be quite a time consuming task.

It was, therefore, being proposed to improve the main pathway from plots 6–12 on Town View allotments, as follows:

- introduce a hardcore layer onto the existing pathway;
- install handrails along the main pathway (plots 6-9);
- reinforce the pathway edge by installing retaining boards between the pathway and the allotment plots; and
- install steps and a handrail from the highest point (plot 10) to the lower section of the allotment (plot 12).

The approximate cost of this project was likely to be in the region of £7,000. At present only one contractor had agreed to quote for the work, indicating its peculiar difficulties. It was being proposed to use funds from the allotment general budget (around £4,000) with any shortfall being allocated from the allotment reserve fund. Further quotations were expected within the same price range.

The Committee was asked to approve the project and to consider the allocation of funds as described within the report and set out above.

Strong concerns were expressed by Committee members in relation to the immediate health and safety issues, particularly with nights now closing in. The Town Clerk undertook to visit the site as soon as possible to assess what temporary measures could be taken. In response to a query, the Council Services Officer stressed that officers had approached several contractors to come to examine the site, however, some had not wanted to come and some had not turned up. Committee members were of the opinion that, with the Council being able to provide evidence that steps had been taken to obtain three quotes for the work to be carried out, the company which had already submitted a quote should be awarded the contract. The Town Clerk indicated that the Committee could instruct him to address this suggestion in an appropriate manner through Financial Regulations, should it so wish. The Council Services Officer pointed out that three additional contractors had been approached earlier in the day, and it was suggested, therefore, that they be asked to get back within 24 hours.

Resolved: To approve the project and the use of funds of approximately £4,000 from the allotment general budget for the above-mentioned work at Town View, with any shortfall to be allocated from the allotment reserve fund, with officers assessing temporary measures and seeking additional quotations within the next 24 hours; should no further quotations be received, the Town Clerk to address acceptance of the current quotation in an appropriate manner through Financial Regulations.

A18/2024 Townscape Officer Update

The Townscape Officer provided a verbal update; a list of his current tasks was attached to the agenda. He explained that a number of his tasks remained pending due to recent wet weather resulting in additional grass cutting, however, that he would now be able to move forward on those items listed. He was pleased to highlight improvements made as a result of the new software system, this providing clarity with regard to the status of workload for both himself and the Council Services Officer. The system also enabled the Council Services Officer to more easily manage the administration of allotments. In addition, the Townscape Officer pointed out that, with the Town Council having ceased this year's Kendal in Bloom initiative, there had been more time to spend on allotments.

Resolved: To note the verbal update.

A19/2024 Allotment Statistics Report

The Council Services Officer presented a report which showed that the waiting list currently stood at 65 individuals. The list had decreased by three individuals since the last meeting. 11 plots were vacant, details of which were provided within the report. Seven plots had been let since the last meeting. The Council Services Officer was pleased to inform the Committee that the new software was enabling her to deal more effectively plots.

In response to a query, the Council Services Officer indicated that the Council was happy to support individuals facing hardship, although this offer had not been taken up by many people in recent months. The Town Clerk reported on forthcoming negotiations with regard to potential additional plots within the Town.

Resolved: To note the report.

A20/2024 Site Representatives

Deborah Allison, Canal Head representative, referred to the additional plots on the site and asked whether consideration should be given to recruiting an additional site representative. She explained that she had not had contact with the new allotment holders and felt that she required assistance. The Council Services Officer reported that she had already held conversations with one of the new allotment holders who was keen to work together with Deborah. She stressed the need, however, for both representatives to work together and ensure that Canal Head was one whole site. This, the Council Services Officer suggested, was something that could be discussed at the forthcoming Site Representatives' meeting. Deborah further referred to a plot on her site that continued to be unkempt. The Council Services Officer explained that she was dealing with the matter and closely monitoring the situation.

Bryan Williams, Crow Tree representative, questioned whether the site was fully let, referring to one plot which appeared to be empty, with no activity. The Council Services Officer advised that the plot was, in fact, let. She had, however, noted that no work had been carried out as yet and had drawn the matter to the tenant's attention.

Gwen Tordoff, Castle Hags representative, drew attention to the poor state of the wall alongside Castle Hags and Canal Head. The Council Services Officer explained that officers had looked at the wall on numerous occasions and undertook to revisit the matter; she suggested that she might meet with Gwen on site to look at the wall. The Townscape Officer reported that he had discussed the matter with the relevant officer at Westmorland and Furness Council and had been advised that that this was on the job list. He undertook to follow up the matter.

Ros Taylor, Wattsfield representative, enquired how to submit an item for inclusion on an Allotments Committee agenda. The Town Clerk advised that contact should be made with the Council Services Officer in the first instance, prior to her seeking agreement from the Chair.

Resolved: To note the verbal reports from Site Representatives.

The meeting closed at 7.40 p.m.

Kendal Town Council

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



Minutes of a meeting of the Kendal in Bloom Committee held on Tuesday, 22 October 2024, at 6.00pm in the Council Chamber at the Town Hall, Highgate, Kendal.

Kendal Town Council Members

Cllr A Blackman (Chair)	Present	Cllr D Brown	Present
Cllr A Finch	Apologies	Cllr E Hennessy	Apologies
Cllr L Hendry	Present	Cllr R Sutton (Vice-Chair)	Present*

Co-optees

J Cottam	Not present	C Stuart-Smith (Horticare)	Apologies
A Yates (Kendal Civic Society)	Present		

Also present: Rachel Eardley (Horticare Supervisor).

In attendance: Janine Holt (Council Services Officer) and Pierre Labat (Townscape Officer), Chris Bagshaw (Town Clerk), Natalia Williams (Deputy Town Clerk).

B9/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Hennessy and Finch, and from Caroline Stuart-Smith.

B10/2024 Declarations of Interest

No declarations of interest were raised under this item.

B11/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

B12/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 23 July 2024 and to authorise the Chair to sign them as a true record.

B13/2024 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

The Council Services Officer reported that she was still discussing the first draft of a new planting strategy from consultants. The Chair offered to assist in the ongoing discussion.

It was noted that Claire in the KTC office was now posting In Bloom items to the Town Council Facebook page.

An event planned for 6 November was now pushed back into the new year.

Some crossover of concern with the Council's Environment Committee was noted, particularly for sites such as the BT building on Blackhall Road.

Resolved: To note the report.

B14/2024 Review of Spend against Budget 2024/25

The Council Services Officer presented a review of spend against budget 2024/25 as at 10 October 2024. It was noted that the Townscape Officer's plans for expanding compost production at Canal Head for the civic planting, expected to be in the region of £2,000 (max) would come from the Projects budget. This would be considered later in the meeting as an item.

Resolved: To note the report.

B15/2024 Budget Review 2025/26

The Committee had to consider its expenditure aims for the next financial year, and make recommendations to the Council. Expenditure had to be in keeping with the aims of the Council Plan.

The report included the following table which showed the current budget and estimated outturn. The next column showed the estimated amount required in the next financial year to complete the Council's actions. The final column showed the percentage variance on the previous year's budget.

Item	Current year	Expected outturn	Proposed 25-26	% variance
Floral Displays	30,000	28,500	30,600	+2%
Projects and Grants	6,000	6,000	6,000	0
Total	36,000	34,500	36,600	+1.67%

In 2024, it had been anticipated that there would be a change in the grounds maintenance contractor at Westmorland and Furness Council, which would coincide with the Town Council's own contract terms. This had not taken place in a practical timescale, so it was likely that the Town Council would extend its contract with the existing supplier for another year, and then deal with the new contractor/organisation next winter. There were some ambitious plans for improvements in the planting regime which it was anticipated would be met by the major uplift in the Floral Displays budget in the previous year. It was proposed to increase this line by a small allowance for inflation. Projects and Grants remained at the same level as the previous year.

Resolved: To recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

B16/2024 Kendal in Bloom Working Group

The Committee had, at its last meeting, agreed to undertake a thorough review of the Kendal in Bloom initiative and to establish a working group to develop a strategy and report back to the Committee. It was noted that most members present were also on the Working Group.

The working group met every month. Taking into account the ongoing flood works in Kendal, the group had felt it appropriate to develop a three-year strategy with the following aims:

- To help to develop a community who are empowered and have a sense of pride in their locality
- To create an attractive town centre.
- To ensure partnership involvement – Westmorland and Furness Council, Kendal Futures, Kendal BID.
- Focussed promotion of Bloom, using social media platforms.
- To develop a structure to identify and support community champions and groups.
- To develop a sustainable civic planting strategy.
- To provide funding support for community groups.

It had been suggested to host an open event in the first quarter of 2025. The event would aim to outline the priorities and new direction of the Kendal in Bloom Committee. The event would provide community groups, businesses, stakeholders, etc., the opportunity to put forward ideas.

The group had identified specific locations within Kendal which would benefit from some 'TLC'. This would be focused around the southern end of Highgate, Kirkland and Gillinggate. The group's aspiration was to support existing community groups to develop specific areas within their locality. The Town Council could provide support by liaising with landowners for permission to develop, providing small funding support, creating interest and promoting the community group's activity on social media platforms.

Resolved: To accept the recommendation of the Working Group to focus efforts on Highgate/Kirkland area

B17/2024 Participation in Cumbria in Bloom 2025

The Chair explained that for many years, Kendal Town Council had participated in the annual Cumbria in Bloom competition. The ongoing flood works had caused significant disruption across Kendal, resulting in challenges co-ordinating a route for the Cumbria in Bloom judges. To achieve the longer term aims of the In Bloom process, the Working Group recommended that the Council did not submit an entry into Cumbria in Bloom for the whole in 2025. It was noted that individual groups and areas would continue to enter the programme through 'It's Your Neighbourhood'. The Committee was asked to decide on the specific point of participation in the 2025 Cumbria in Bloom competition.

Resolved: To not enter Cumbria in Bloom for the town in 2025.

B18/2024 Civic Planting

Members were presented with a montage of images of the 2024 Summer Civic Planting.

Resolved: To note the montage of images of the 2024 Summer Civic Planting.

B19/2024 Composting

The Townscape Officer reported that he had developed an interest in composting and incorporating this into his role at the Town Council. The Council currently used 56 bags of Multipurpose 80ltr costing £359 pa. He proposed to save this, and the £160 pa for green waste disposal, by expanding composting capacity at Canal Head.

He proposed to expand the area of hardcore on the site, which would allow him to double the number of compost bins. The scheme was expected to cost less than £2,000 for hardcore, timber, materials and labour.

Resolved: To approve the scheme from Project funding.

B20/2024 Kendal in Bloom Grant Application

The Committee considered an application from Kirkbie Green Community Group for the sum of £500 towards ongoing work/maintenance of their Kendal in Bloom project.

Resolved: To award a grant of £500.

The meeting closed at 6.53 p.m.

Kendal Town Council

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



Minutes of the meeting of the Mayoralty and Heritage Committee held on Monday, 23 September 2024, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr J Brook	Present	Cllr J Cornthwaite (Chair)	Present
Cllr J Dunlop	Present	Cllr D Rathbone	Apologies
Cllr C Russell	Present	Cllr M Severn	Present
Cllr R Sutton (Vice-Chair)	Present	Cllr G Tirvengadam	Present

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Simon Unsworth (Heritage Officer) and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

MH12/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllr D Rathbone.

MH13/2024 Declarations of Interest

No declarations of interest were raised under this item.

MH14/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

MH15/2024 Minutes from the Last Meeting

Attention was drawn to the fact that, at the meeting of the Committee held on 17 June 2024, whilst not under the "Declarations of Interest" item (MH2/2024), Cllr Dunlop had raised during discussion on the "Twinning" item (MH10/2024) an interest with regard to the award of a grant to the Kendal Concert Band, by virtue of the fact that she was their President; this declaration of interest had not been included within the minute. Attention was further drawn to the second sentence within the same Minute and the need to refer to the fact that the Band would be performing in Rinteln and also in nearby Hamelin.

In response to a query as to councillors' positions as members of the Rinteln Twinning Association, the Town Clerk provided guidance around declarations of interest, explaining that where Members had additional interests to those already outlined within their Register of Interest forms, then these should be raised at meetings. In addition, those interests included within the form could be reiterated at meetings, should Members so wish. He pointed out that several Members of the Mayoralty and Heritage Committee had an interest in the Twinning Associations and so attention could be drawn to this under the Declarations of Interest item at each meeting. This interest, however, he said was usually non-pecuniary and so there was no need to leave the room unless there was a specific request for funding.

Resolved: Subject to the amendments raised and outlined above being made, to receive the minutes of the meeting of the Mayoralty and Heritage Committee held on 17 June 2024 and to authorise the Chair to sign them as a true record.

MH16/2024 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk pointed out that updates on a number of the actions formed individual items on the agenda for the meeting. With regard to Item 14 relating to storage of the remaining items from the K-Shoes Collection, the Town Clerk pointed out the need to follow this up as a matter of urgency and the Heritage Officer undertook to do this.

Resolved: The Heritage Officer to follow up on Item 14 relating to storage of the remaining items from the K Shoes Collection as a matter of urgency.

Resolved: To note the report.

MH17/2024 Review of Spend against Budget 2024/25

The Committee considered its budget monitoring report as at 11 September 2024. The Town Clerk drew attention to the money which had been allocated to the Slavery Trail and informed Members what this would shortly move into production stage. The amount allocated for the Museum was in relation to a grant, and the invoice was awaited.

The Chair drew attention to the Mayoral Allowance, explaining that this incorporated the allocation for the Deputy Mayor. He suggested that, for clarification, this budget should be split in future years. The Town Clerk undertook, therefore, to split this budget line in the forthcoming 2025/26 budget.

Resolved: To split the Mayoral Allowance into two separate lines within future budgets, one for the Mayor and one for the Deputy Mayor.

Resolved: To note the budget monitoring report as at 11 September 2024.

MH18/2024 Museum Provision

This was a standing item for the Mayor and officers to report back on progress made towards the development of a Museum for Kendal and to initiate consideration of any concerns members may have relating to this issue.

The Town Clerk reported that he had again recently raised the issue with both colleagues at Westmorland and Furness Council and with new connections at Lakeland Arts who were keen to refocus efforts into Abbot Hall which they felt had been neglected in recent years. He intended to follow up on this and to report back to Committee, hopefully with positive news.

Cllr Russell felt that this was a good time to look at Museum provision within Kendal as a whole and to potentially develop a Lakeland Museum within the Town; Cllr Russell believed that Abbot Hall was the best location for this to be housed, with the Kendal Museum building also being used by the College as a theatre and studio which created noise and dust and was not conducive to the housing of a historical collection. Cllr Russell hoped that Kendal Town and Westmorland and Furness councils could collaborate on a vision for a Lake District Museum in Kendal. He felt strongly that this was a priority and pointed out that there would be budget implications to consider moving forward. Of particular importance, Cllr Russell said, was the need for Kendal Town and Westmorland and Furness councils to lead on this project.

The Committee discussed the matter at length and the Town Clerk referred to the very complex array of interests involved, with various stakeholders being the Town Council, Westmorland and Furness Council, the College and Lakeland Arts. Members felt that more clarity was required with regard to individual responsibilities prior to consideration on how to move forward. It would also be of importance to find out from Lakeland Arts what their plans for Abbot Hall for their own collection were. Also referred to were earlier discussions which had been held on the matter when the question of whether there was even room to amalgamate both collections had been raised. The need for a vigorous piece of work to be carried out in relation to what was held within the collections was stressed. Questions were raised around the legacy of the wildlife collection which, it was recognised, did not form part of the history of Kendal as such; Members were simply keen for the story of Kendal to be told, for a museum about Kendal and not a museum in Kendal.

The Town Clerk highlighted the need to seek legal advice on scope for the trustees to seek to alter the status of the building and collection. He suggested that conversations should be reignited as a matter of urgency between the Town Council, Westmorland and Furness Council and Lakeland Arts, particularly with issues having now been made more serious with County Hall staff moving into the Town Hall. He further suggested the need to include the Lake District National Park Authority in conversations, with that organisation currently holding some of the wildlife collection at Brockhole.

With regard to Cllr Russell's proposal for the development of a Lakeland Museum within the Town, Members felt that there would not be the capacity to do this and were set on a central location in Kendal to tell the story of the Town.

Resolved: To reignite discussions between Kendal Town and Westmorland and Furness councils, Lakeland Arts and, in addition, the Lake District National Park Authority with regard to the development of a single Museum in the Town telling the story of Kendal, and to report back to the next meeting of the Committee on developments.

MH19/2024 Kendal and the International Slave Trade Trail

The Heritage Officer provided a brief verbal report on the development of the Kendal and the International Slave Trade Trail. He informed Members that he had offered the trail to the Kendal Unity Festival and that this had been a success. He further referred to having offered the trail during Heritage Open Week, pointing out that the sessions had been over-subscribed and that he had received positive feedback.

The Heritage Officer explained that he had taken the leaflet to Lancaster Black History Group for oversight of the script, and that they had drawn attention to the fact that there was currently no black voice included. He would address this point prior to taking the leaflet to print.

The Heritage Officer said that he would continue in the meantime to offer the guided trail, as he had done at the Unity Festival. He was also keen to meet with a professor at Lancaster University with regard to commissioning a review of the leaflet text to ensure it is as appropriate as possible.

In response to a query, the Heritage Officer undertook to provide the guided trail during Black History Month in October.

Resolved: to offer the Trail during Black History Month in October.

Resolved: To note the verbal update.

MH20/2024 Heritage Collection Risk Assessment

The Town Clerk provided a verbal update on the development of appropriate risk management policies and procedures for the Mayor's Parlour and the Heritage Collection which had come about as a result of the Council's new Internal Auditor raising the matter. The Town Clerk explained that a body of work was required in relation to risk assessment and the preservation of the collection in its entirety, as well as its vulnerable position in the building in terms of the picture store. The Internal Auditor was of the opinion that the collection was due to be re-valued and for consideration to be given to retention and disposal.

The Town Clerk took the opportunity to refer to a recent gift of two paintings of Kendal. He also referred to the potential to bring the collection into the public domain and to display some of the works on the walls within the Town Hall.

Members acknowledged their role as custodians of the collection and endorsed the need for a re-valuation and consideration in terms of retention and disposal. Also supported was the potential for discussion with regard to bringing some of the items into the public domain, potentially within the Town Hall. Furthermore, raised was the potential of making people aware of the existence of Catherine Parr's prayer book.

Resolved: To identify an appropriate professional to carry out a re-valuation of the Council's heritage collection, prior to giving consideration to retention and disposal as appropriate.

Resolved: To instigate conversations with Westmorland and Furness Council around the potential to display some of the Town Council's heritage collection on the walls within the Town Hall.

MH21/2024 Forthcoming Events

The Heritage Officer presented a report on forthcoming Civic Events.

The way events were managed and run was, of necessity, constantly assessed and evaluated to ensure that they were as inclusive, compliant, safe and cost-effective as possible. Policing changes, and the requirements for trained marshals on road closures, had already forced a number of alterations to the way in which Mayor's Sunday was managed. An additional challenge to future events would be presented, from the start of 2025, by the loss of Town Hall rooms to Westmorland and Furness staff relocating from County Hall. This would leave just the Assembly Room, Georgian Room and the large kitchen available for events. The Bindloss Room was expected to return to public use in due course.

With regard to Remembrance Sunday, to ensure police coverage of the parade, it was being proposed to take it in one direction only, from the War Memorial to the Church. As in the previous year's parade and this year's Mayoral parade, the civic salute would be taken from a static inspection in front of the Church, rather than an 'eyes right' outside the Town Hall. This allowed the Police to manage the parade under their existing powers, which meant an outside contractor was not required. As an additional assistance to returning service personnel, the Council could offer dinner for any veteran (subject to verification) in the adjacent Ring o' Bells. The landlord had offered to do this at the reduced cost to the Council of £9.95 per head (a saving of £2). It was not clear what the take-up of this offer might be, but this could be capped on a first come, first served basis, at 30.

A lengthy discussion took place on the potential format and route for the parade and the possibility for the Town Council to finance management of the return trip, with the Police having offered to manage one way only. Members were keen for the salute to be carried out in the usual manner in the usual place. The Committee also supported the provision by the Town Council of dinner at the Ring o' Bells for up to 30 veterans. With regard to the parade, suggestions were to take the salute at the start of the parade or in the churchyard after the service.

The Town Clerk turned to Mayor making 2025, suggesting that the ceremony could take place in the Assembly Room as usual, but that the reception could not be held in the usual way in the Town Hall, as there was insufficient capacity in other rooms. The Reception could be held within the Assembly Room, but this would mean laying out the buffet before the Ceremony took place, and would significantly reduce the capacity of the event. An alternative option would be to hold the formal reception at another nearby venue. These were limited, but enquiries had been made so far for the use of the South Lakeland House atrium, the Venue and the Parish Rooms. There were very few other venues nearby with a large enough capacity.

Also suggested as a venue was the Council Chamber itself, and the Town Clerk undertook to also give this some consideration.

Resolved: To note the report.

MH22/2024 450th Anniversary of the Borough Charter

The Town Clerk reported that the Corporation of the Borough of Kirkbie Kendal had been formally created by a Charter of Elizabeth I in 1585. The Local Government Act, 1972 had made Kendal Town Council the successor council to the Charter, which had later been amended by Charles I and Charles II to create the Mayoralty and Councillors exercised today. The issue of an appropriate anniversary celebration had also been considered by the Council's Culture and Communities Committee which had proposed that a joint working group of both committees be established in this regard.

The Committee was asked to consider what actions the Council should take to commemorate the 450th Anniversary of the Borough Charter, and to note the decision to allow Kendal South Choir to formally badge their 2025 performance of Carmina Burana as an anniversary event.

Suggestions raised were around garden parties and an upgrade to the Mayor's Parlour and how the charters could be displayed. The need to ensure that events throughout the Town were co-ordinated was stressed. It was also pointed out that the Culture and Communities Committee had indicated that it would be content for the Mayoralty and Heritage Committee to lead on this matter and had suggested that a joint working group be formed for further consideration. Also to be considered was the change of mayors during this time period, with the celebrations due to be carried out throughout 2025.

Resolved: To note the decision to allow Kendal South Choir to formally badge their 2025 performance of Carmina Burana as an anniversary event.

Resolved: To form a joint working group of the Mayoralty and Heritage Committee (Cllrs Cornthwaite, Dunlop, Russell and Sutton) and a number of Members of the Culture and Communities Committee to consider commemoration of the 450th Anniversary of the Borough Charter.

MH23/2024 80th Anniversaries of the End of World War Two

The Town Clerk reported that Victory in Europe (VE) Day would be commemorated in Britain on 8 May 2025 (9 May in Eastern Europe). Victory over Japan (VJ) Day would be commemorated on 15 August 2025, which was also designated as a memorial day for those prisoners of war returning from the Far East (FEPOW Day). Between these dates was the 80th anniversary of the only wartime use of nuclear weapons, at Hiroshima (6 August) and Nagasaki (9 August), commemorated on 6 August as Hiroshima Day. The issue of an appropriate anniversary commemoration had also been considered by the Council's Culture and Communities Committee which had proposed that a joint working group of both committees be established in this regard.

The Committee was asked to consider what actions should be taken by the Council to commemorate the 80th anniversaries the end of World War Two.

Members felt strongly that commemoration of these anniversaries was something that would be expected by the public and that something appropriate must be done and funding committed. It was suggested that the Town Council should consult with the Royal British Legion in order to co-ordinate events; the Heritage Officer undertook to raise the matter at a meeting he was shortly due to attend with that organisation and to come back to Committee to advise on the Legion's perspective. Suggestions raised included the formal laying of a wreath at the Cenotaph, re-enactment, parades, a concert on New Road Common. Also noted was the date of 8 May 2025 and the need to consider attendance by both the outgoing and new mayor.

Resolved: The Heritage Officer to liaise with the Royal British Legion and to come back to Committee to advise on the Legion's perspective.

Resolved: £5,000 to be put aside in the 2025/26 budget towards an appropriate public event to commemorate VE Day.

Resolved: To give consideration as to how to mark the other End of World War II anniversaries at a future meeting of the Committee.

MH24/2024 Kendal Flag

The Mayor had requested that consideration be given to whether a flag depicting the coat of arms of Kendal could be purchased for display on the Town Hall and other venues. Currently, decisions about flag raising on the Town Hall in Kendal were made by officers at Westmorland and Furness Council, the building's owners. In the past the Town Council had considered whether other flagpoles should be erected in the Town that it could have more control over. To date these considerations have not been conclusive.

Members supported the proposal for a Town Council flag, however, questioned the occasions on which it would be flown, thereby raising the need for appropriate protocol. The Town Clerk pointed out that the Government had in recent years become ambivalent about when flags could be flown. He also reported that the Royal British Legion was also keen for a new flagpole and had suggested the Market Square for its location. To this end, he raised the potential for a Town Council flagpole situated at the Coronation Garden in Kirkland.

Resolved: Officers to look into costings, suitable locations and a set of protocol for a Town Council flag and flagpole for future consideration by the Committee.

MH25/2024 Twinning

The Committee was provided with verbal reports on the activities and affairs of the Town's two twinning relationships.

Cllr Dunlop referred to Killarney and thanked the Town Clerk for sending an email to the Town's new equivalent to a mayor who had been elected at the end of June. The lead of the Town's Twinning Association had also been copied in to the letter, and had expressed disappointment that the communication had not been sent direct to him. He had, however, indicated that the matter would be included on the agenda for the next meeting. The invitation had been for the mayor equivalent to attend Kendal Mintfest.

The Chair referred to his recent visit in August Altstadtfest in Rinteln and to an article on the event which had been published in the Westmorland Gazette. He referred to both Towns' aspiration to bring fresh, young blood on board and to the start of a potential exchange between the two youth football teams. He also referred to the official unveiling by himself and Rinteln's Burgermeisterin, Andrea Lange, of the stone artwork depicting the coats of arms of the two towns.

Resolved: To note the verbal updates.

Note – At 9.03 p.m., in accordance with the Council's Standing Orders No.3 Meetings Generally x, a meeting shall not exceed a period of 2 hours, the Committee voted to continue the meeting.

MH26/2024 Newsletter and Publicity

The Committee was informed that there would be a press release around recent Mayoral Events within the next couple of days and was also pleased to report that the next edition of the Council's Newsletter had gone to the designer earlier in the day.

Resolved: To note the verbal update.

The meeting closed at 9.05 p.m.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 7 October 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr R Edwards	Apologies	Cllr G Supka	Present
Cllr A Finch	Absent		

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant) and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

P74/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs A Campbell and R Edwards.

P75/2024 Declarations of Interest

No declarations of interest were raised under this item.

P76/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P77/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 2 September 2024 and to authorise the Chair to sign them as a true record.

P78/2024 Minute Action Sheet

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P79/2024 Planning Process and Issues

The Town Clerk pointed out that progress on work being carried out by the Local Plan Action Group would be reported under Agenda Item No.8 (Kendal Town Council Local Plan Action Group) (Minute No.P81/2024 below refers). He also informed Members that the new National Planning Policy Framework setting out the Government's planning policies for England and how these were expected to be applied was expected imminently.

Resolved: To note the verbal update.

P80/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, referred to the decision on 12 September 2024 by the Local Planning Authority in relation to the Environment Agency's proposals for the flood wall on New Road. The decision had been to approve the application and so building work would now commence, with the site already having been fenced off. Cllr Cornthwaite wished to place on record, as Chair of the Group, his heartfelt and sincere apologies for not having been able to persuade Westmorland and Furness Council to refuse the application nor to persuade the Environment Agency to alter its proposal. There had been no further meetings of the Group since the last meeting of the Committee and no date set as yet for the next meeting.

The Town Clerk reported that he was in the process of organising a meeting with the Environment Agency's Flood and Coastal Risk Manager to explain how the Town Council felt and to get together for negotiations.

The importance of the Town Council and the Environment Agency to now work together was stressed.

Resolved: To note the verbal update.

P81/2024 Kendal Town Council Local Plan Action Group

The Town Clerk reported on the work of the Kendal Town Council Local Plan Action Group. As a small group, a response to the earlier consultation had been discussed. The next stage had been to examine a map, the purpose of which was for the Town Council to be ahead of the game when it came to the Call for Sites and where it was felt that development was acceptable and where priorities should be. It was felt to be of importance for those Members who had not been present at that meeting to be allowed an opportunity to contribute by also looking at the map. He suggested the group take three weeks for this work to be carried out prior to a formal proposal being made. Of utmost contention, the Town Clerk pointed out, was the spatial element, i.e. where development took place. The requirement for rehearsed arguments was stressed, with it currently appearing as though pressure of development on the Town would become much more intense.

The Chair reiterated the figure of over 1300 houses to be built within the Westmorland and Furness area each year and the likely impact on Kendal. He stressed the need to ensure that the Town Council's views were put forward appropriately. The Chair also referred to density which would be a factor that the Town Council had not previously had to address; to this end, quality and build would be of great importance moving forward.

Attention was drawn to the potential for up to c.2,000 homes being built within the Town boundaries or adjacent to them at any one time, owing to delays in the actual building process doubling up the number of sites in the course of being built. Also pointed out were problems which may arise as a result of planning permission being given but builders not going ahead with development. In addition, it was pointed out that where planning authorities did not meet targets, then the ability to make decisions on planning applications would be removed from them.

The membership of the Local Plan Action Group was queried; it was felt that all Members of the Planning Committee should be included in the Group.

Resolved: All remaining Members of the Planning Committee to be included in the membership of the Kendal Town Council Local Plan Action Group moving forward, in addition to those Committee Members already on the Group and Cllrs J Dunlop and S Long.

Resolved: To note the verbal update.

P82/2024 Planning Applications

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 7.28 p.m.

Kendal Town Council
 Responses from Planning Committee: 7 October 2024
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/1623/FPA	13 Market Place Kendal LA9 4TN Variation of condition 1 (approved plans) attached to planning permission (First floor rear extension to building fronting Market Place to facilitate reconfiguration of music venue (Bootleggers) at back of property (Part Retrospective))	Fell	10 October	No Material Objection provided that both Development Control and the Conservation Officer are content with the design of the doors. The Committee expresses disappointment that this application is part retrospective.
2	2024/1621/LBC	George And Dragon42 Branthwaite Brow Kendal LA9 4TX Listed Building Consent for replacement illuminated & nonilluminated signs	Fell	10 October	No Material Objection provided that the proposal conforms with Kendal Town Council's Dark Skies Policy.
3	2024/1599/ADV	George and Dragon Public House 42 Branthwaite Brow Kendal LA9 4TX Advertisement Consent for replacement illuminated & non-illuminated signs	Fell	4 October	No Material Objection provided that the proposal conforms with Kendal Town Council's Dark Skies Policy.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2024/1594/FPA	19 Grasmere Crescent Kendal LA9 6LP Proposed single storey extension to the front of the property incorporating an extension to the living room and a porch	Nether	4 October	Recommend Refusal on the grounds of scale and dominance; the extension runs across the entire front of the property and is therefore out of keeping in the area; the potential for overshadowing the neighbouring property as outlined within the neighbour's response; and the potential for loss of off-street parking.
5	2024/1618/FPA	42 to 48 Lowther Park Kendal LA9 6RS Change of use of sheltered housing / house of multiple occupancy (HMO) (Use Class C4) to 4 flats (Use Class C3)	Nether	4 October	No Material Objection subject to an appropriate flood plan being submitted and approved by the Environment Agency and subject to the neighbour comment regarding inclusion of hedging being addressed.
6	2024/1697/FPA	14 Bellingham Road Kendal LA9 5JW Demolition of existing conservatory and replaced with a single storey rear extension	Stonecross	8 October	No Material Objection provided that there is no overshadowing or undue overlooking on the neighbouring property. The Committee commends the inclusion of three swift boxes within the plan.
7	2024/1489/FPA	19 Burneside Road Kendal LA9 4RL Change of use of Guest House (Use Class C1) to a single dwelling (Use Class C3)	Strickland	8 October	No Material Objection

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
8	2024/1700/LBC	56 Gillinggate Kendal LA9 4JB Listed building consent for the replacement of the single glazing with double glazing in several existing window units, retaining the existing timber frames & replacement of the uPVC window unit in the gable end with a double-glazed timber casement window painted to match	Highgate	8 October	No Material Objection and the Committee commends the use of materials and the removal of uPVC.
9	2024/1578/FPA	8 Haygarth Court Kendal LA9 4JF Replacement of four windows with Rosewood UPVC	Highgate	8 October	No Material Objection provided that the Conservation Officer does not have any objections or propose any changes.
10	2024/1579/FPA	9 Haygarth Court Kendal LA9 4JF Replacement of four windows with Rosewood UPVC	Highgate	8 October	No Material Objection provided that the Conservation Officer does not have any objections or propose any changes.
11	2024/1754/FPA	11 Brockbeck Kendal LA9 5LG Installation of air source heat pump	Kirkland	18 October	No Material Objection provided that Environmental Health do not object to noise as the level stated within the application.
12	2024/1661/FPA	80 Stramongate Kendal LA9 4BD Change of use from shop (Use class E) to short term let / holiday accommodation and staff accommodation (Mixed use classes C3 Dwellinghouse & C4 house in multiple occupation)	Fell	18 October	Recommend Refusal on the basis that not enough information has been provided for this application in a Conservation and Flood Area.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
13	2024/1616/FPA	<p>18 Castle Riggs Kendal LA9 7BA</p> <p>Demolition of side porch, erection of a 2 storey side extension, internal alterations, conversion of existing garage with link to new side extension with minor landscaping works to side & front garden</p>		18 October	<p>No Material Objection provided that the hedging at the front of the property is not lost; the application does mention this specifically and the Committee would object if this was to be lost. The Committee would further require swift boxes to be included as part of Biodiversity Net Gain.</p>

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 21 October 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr R Edwards	Present	Cllr G Supka	Present
Cllr A Finch	Present		

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

P83/2024 Apologies

Resolved: To receive and accept an apology for absence from Cllr Campbell.

P84/2024 Declarations of Interest

Cllrs Cornthwaite, Ladhams and Rathbone declared an interest in Agenda Item No.9 (Planning Applications) (Planning Application Ref.1, 2024/1431/LBC, Kendal Town Hall, Highgate) (Minute P91/2024 below refers), because they are Members of Westmorland and Furness Council, the applicant. They would leave the Chamber during discussion and voting on that application.

P85/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P86/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 7 October 2024 and to authorise the Chair to sign them as a true record.

P87/2024 Minute Action Sheet

It was raised that those Members who had not been present at the relevant meeting when the map in relation to the Call for Sites had been examined had still not been given the opportunity to see it. The Chair explained that the document was available for viewing the office and the Town Clerk undertook to also send it by email. All Member of the Planning Committee would now be invited to attend future meetings of the Local Plan Action Group.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P88/2024 Planning Process and Issues

The Town Clerk referred to correspondence with Cllr S Long regarding the woods off Maple Drive which had become waterlogged following recent rainfall; water had cascaded through the top side of the estate. Residents felt that the cause of this was mostly down to the Story's development at Brigsteer Rise. The Town Clerk referred to the Brigsteer Rise planning conditions with regard to surface water and the requirement for any such incidents to be reported to the Planning Authority, explaining that he had emailed Westmorland and Furness to notify them. He also stressed the fact that the woodland ownership had transferred to Storys.

The Chair asked for this and any further correspondence to be copied to the Chair of the Westmorland and Furness Council South Lakeland Local Area Planning Committee and thanked the Town Clerk for being proactive in this matter.

Resolved: To note the verbal update.

P89/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that there had been no further meetings of the Group to date but that he was in the process of making arrangements for the next one. He pointed out that work had commenced on New Road Common, with the site having been fenced off.

Cllr Cornthwaite referred to a letter from the Leader of Westmorland and Furness Council to the Environment Agency with regard to the New Road area of the scheme, and questioned the Town Council's involvement. The Town Clerk said that he had not heard anything about the letter, although had been at a meeting with the Environment Agency on its arrival. The meeting that he was attending had been with regard to the Jennings Yard Bridge and he had relayed the Committee's views on this subject to the Environment Agency. The Agency had promised to re-examine the design of the gates. The Town Clerk also referred to the ownership of the bridge which, he believed, belonged to Westmorland and Furness. He further referred to another meeting in the previous week regarding the Aynam Road Fountain which, he explained, was also an issue for Westmorland and Furness Council and which he had raised with them.

In response to a query, the Town Clerk explained that no assurance could be provided around when work would actually commence on New Road, however, that it did appear that the Environment Agency was making a start.

Resolved: To note the verbal update.

P90/2024 Kendal Town Council Local Plan Action Group

The Town Clerk said that he would send out a date for the next meeting on the following day, together with the map in relation to the Call for Sites, this to all Members of the Planning Committee in addition to those other councillors on the Group.

Resolved: To note the verbal update.

P91/2024 Planning Applications

Note - Cllrs Cornthwaite, Ladhams and Rathbone declared an interest in Planning Application Ref.1, 2024/1431/LBC, Kendal Town Hall, Highgate, because they are Members of Westmorland and Furness Council, the applicant. They would leave the Chamber during discussion and voting on that application. Following a vote, Cllr L Edwards took the Chair for this application only.

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 7.20 p.m.

Kendal Town Council
 Responses from Planning Committee: 21 October 2024
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/1431/LBC	<p>Kendal Town Hall Highgate Kendal LA9 4DL</p> <p>Listed Building consent for minor internal alterations to customer services area and reception</p>	Fell	23 October	<p>Note - Cllrs Cornthwaite, Ladhams and Rathbone declared an interest in this because they are Members of Westmorland and Furness Council, the applicant. They left the Chamber during discussion and voting on the application. Following a vote, Cllr L Edwards took the Chair for this application only.</p> <p>Material Objection on the grounds that the proposal is not in keeping with the historic character of the building and its rooms. The designs are alien to the early 20th century ambience of the Town Council Chamber, and do not enhance the setting of the Arts and Crafts fireplace, or of the Town Hall's historic art collection. The Committee further questioned why the proposal was not subject to a full planning application.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
2	2024/1778/FPA	Stramongate Primary School Blackhall Road Kendal LA9 4BT Construction of an outdoor classroom tented structure, to be located on an unused corner of the existing playing field	Fell	24 October	No Material Objection subject to the development being carried out in accordance with the submitted Arboricultural Report and Design and Access Statement and 10% net increase in biodiversity and grass reinforcement on busy travel areas.
3	2024/1797/FPA	44 Heron Hill Kendal LA9 7JD Proposed detached rear garage	Heron Hill	24 October	No Material Objection , however, whilst the Committee acknowledges that it is not a planning issue, it would draw attention to the leasehold/freehold position.
4	2024/1799/FPA	25 Jenkin Rise Kendal LA9 6JN Single storey extensions at the front and rear of the property to provide accommodation for an elderly relative	Nether	28 October	Material Objection due to over-development on this site and the proposal being out of keeping in the area. Whilst the Committee acknowledges that although other houses have had extensions built to the front, they have not been to this scale in comparison with the original buildings.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
5	2024/1838/FPA	8 Whitton Terrace Kendal LA9 7DN Replacement triple glazed aluminium windows, replacement flood resistant aluminium doors, new flat roof with insulation on top of existing structure to utility & workshop, new porch to north elevation, glazed roof to north side, new flue, re-roofing of main house, addition of a thin layer of grey cork render externally and other internal works are proposed to improve the thermal performance and flood resilience of the house	Castle	28 October	No Material Objection subject to what is detailed within the Conservation Officer's report.
6	2024/1854/FPA	Unit 2 Dockray Hall Mill Dockray Hall Industrial Estate Kendal LA9 4RU Change of use of warehouse (Use class B8) to Gym (Use Class E)	Strickland	28 October	No Material Objection
7	2024/0940/FPA	3 Low Kirkbarrow Lane Kendal Cumbria LA9 5DG Replacement of all exiting wooden doors and windows with UPVC windows and composite doors (further information)	Kirkland	22 October	No Material Objection

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 4 November 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Apologies
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr R Edwards	Apologies	Cllr G Supka	Present
Cllr A Finch	Apologies		

Also present: Cllr S Long.

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

P92/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Campbell, R Edwards, Finch and Miles.

P93/2024 Declarations of Interest

No declarations of interest were raised under this item.

P94/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P95/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 21 October 2024 and to authorise the Chair to sign them as a true record.

P96/2024 Minute Action Sheet

Reference was made to Item Ref. No.30 regarding the issue of the two shopfronts at Finkle Street and Kirkland with the Planning Authority. The Town Clerk explained that he had received notification to say that action on this matter was pending but that he had not yet heard an outcome.

Resolved: The Town Clerk to write to the Assistant Director of Inclusive and Green Growth at Westmorland and Furness Council seeking an update in relation to the two shopfronts at Finkle Street and Kirkland.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P97/2024 Planning Process and Issues

The Town Clerk referred to Agenda Item No.10 (Planning Applications), Minute No.P101/2024 below, and Planning Application Ref. No.2 (2023/1061/FPA Brigsteer Road, Kendal). He drew attention to the short timescale provided for a response, explaining that he had written to the Planning Authority to say that this did not allow for a sufficiently detailed response to be made. The response had been that if the Planning Authority had not heard back by the deadline provided, then it would assume that the Town Council had nothing to add. The Town Clerk had responded to say that this was not achievable, however, had heard no further on the subject.

Resolved: The Town Clerk, if a meaningful reply is not received regarding the question of the short response deadline, to copy the Assistant Director of Inclusive and Green Growth at Westmorland and Furness Council into the communication to seek an explanation.

P98/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that no further meetings had been held but that a suitable date was currently being arranged.

Cllr Cornthwaite provided an update in relation to the most southerly section of the riverside path, where United Utilities had been working in partnership with Westmorland and Furness Council and the Town Council. Some old boundary fencing around the back of the sewage works has been moved. Volunteers were clearing vegetation from the path, and this would be complimented by work undertaken by the Countryside Access team. The Town Clerk added that Waterside and the footpath at Somervell Garden had also re-opened, with the Environment Agency re-seeding the area damaged by their work. The wildflower beds would be re-planted by Kendal Conservation Volunteers.

Members acknowledged the good progress, not just in the North but now also in the Southern Reaches. It was, however, suggested that any future dates for volunteer clearing be suitably publicised. It was further suggested that photos of the Southern Reaches area around Wattsfield be taken now and in six months' time and publicised. The Town Clerk also explained that the Environment Committee would be discussing this matter at its forthcoming meeting, as it was a footpath issue, rather than a flood relief scheme matter. The Chair suggested that Planning Committee review all the progress in the Southern Reaches to assess what further work might be required.

Resolved: To publicise dates of any future volunteering events in relation to the Flood Relief Scheme.

Resolved: To take photos of the Southern Reaches area both now and in six months' time and to publicise the work carried out.

Resolved: To give further consideration to the maintenance of the southern reaches at the next meeting of the Planning Committee, to take stock of where it is felt that any further action is required.

Resolved: To note the verbal update.

P99/2024 Kendal Town Council Local Plan Action Group

It was acknowledged that all Members of the Committee, including Cllrs Dunlop and Long, had now had sight of the map in relation to the Call for Sites. No further contributions had been received, nor had there been any further meetings of the Group to date.

The Town Clerk suggested that the next step would be for the Council to set its policy and to get back to the Planning Authority with regard to the timetable in order to ascertain what was required moving forward. The Town Clerk would be arranging a further meeting of the Group in order to agree a position.

The Chair stressed the two key elements which were the design code and the fact that, within the locality, 1,340 houses would have to be built each year. He further stressed the need for the Committee to ensure that it took a holistic view of Kendal.

Cllr Long addressed the Committee, referring to a piece of related work currently being carried out by Kendal Futures.

Raised from the floor was the question of servicing this amount of new homes and the need for, for example, additional schools and GP surgeries. This, it was suggested, formed part of the wider Local Plan. Also raised was the matter of flooding and the potential for any development in the North, and indeed throughout Kendal, to cause further impact. Also stressed was the need to be able to provide alternative options for sites and, in addition, the importance of being able to meet the target set by the Government.

The Chair suggested that further discussion on the subject be held in due course.

Resolved: To note the verbal update.

P100/2024 Town and Country Planning Act 1990 - Appeal Under Section 78 - SL/2023/0781/APP - Land to north of Underbarrow Road, KENDAL, LA9 5RS - Application for outline approval (some matters reserved) for the erection of 8 self-build dwellings (Resubmission of SL/2017/0575)

Note – The Chair, Cllr Rathbone, at this stage in the , drew attention to the fact that he was a Member of the South Lakeland Local Area Planning Committee of Westmorland and Furness Council which had originally refused the application, and that he would not cast an opinion on the matter.

The Committee was asked to consider whether to make a response in relation to an appeal which has been made to the Secretary of State against the decision of Westmorland and Furness Council to refuse to grant planning permission for the above-mentioned planning application.

Resolved: That the Committee has nothing further to add in respect of this appeal.

P101/2024 Planning Applications

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 7.25 p.m.

Kendal Town Council
 Responses from Planning Committee: 4 November 2024
Appendix 1

No.	App No./Type	Address/Proposed Development	Comments to W&F	Observations/Recommendations
1	2024/1880/FPA	22 Hillswood Avenue KENDAL LA9 5BT Single-storey rear extensions	8 November	No Material Objection provided that there is appropriate Biodiversity Net Gain.
2	2023/1061/FPA	Brigsteer Road KENDAL 106 dwelling houses and associated infrastructure including landscaping, open space (including equipped play area) , access, highway and drainage (Brigsteer Rise, Phase 4)	2 November	Material Objection. The Committee would reiterate the drainage comments it made, as outlined within the previous Kendal Town Council response. These comments have increased relevance given the flooding that has been experienced in/contiguous to the phases of this development that have already been developed. Specific DC referrals were included in conditions of approval for those previous phases if there was subsequent flooding. In addition, the Committee would wish to draw attention to Suzanne Long's comments, on the portal for this application, in particular with regard to sewage and the potential danger of it being pumped up from a lower level. These latter points regarding sewerage need to be specifically addressed in any report.

No.	App No./Type	Address/Proposed Development	Comments to W&F	Observations/Recommendations
3	2024/1448/FPA	14 Lumley Road KENDAL LA9 5HT Proposed first floor rear extension, single storey rear extension and pitched roofs to flat roof canopies	11 November	No Material Objection , however, the Committee expresses disappointment that the application does not provide a scale bar which renders the information useless on a computer screen.
4	2024/1915/FPA	1 Bankfield Garden KENDAL LA9 5DX Single storey side extension	11 November	No Material Objection
5	2024/1970/FPA	44 Larch Grove KENDAL LA9 6AU Proposed garage conversion, side porch replacement and glazed rear balcony	12 November	No Material Objection provided that there is no overlooking.

No.	App No./Type	Address/Proposed Development	Comments to W&F	Observations/Recommendations
6	2024/1954/PAC OU	<p>Barn at the Helm Oxenholme KENDAL LA9 7PR</p> <p>Prior Notification under schedule 2, part 3, class Q, for change of use of agricultural building to a dwellinghouse</p>	12 November	<p>Material Objection on the grounds of scale and dominance, its location on the Helm (an extremely sensitive greenfield site in Kendal outwith the settlement boundary) and unsuitable road access. This development was seen as being totally out of character, given its specific location on this highway and proximity to the Helm, detrimental to the visual amenity of the area and resulting in a negative effect on an ecologically fragile and iconic location. In addition the Committee does not agree with the change of use for the above-mentioned reasons.</p> <p>Notwithstanding the Committee's objection, should the application be approved, it would seek permanent conditions to ensure that the property would be a main domicile.</p>
7	2024/1712/FPA	<p>41 Finkle Street KENDAL LA9 4AL</p> <p>Erection of a glass atrium on the second floor with outside balcony</p>	13 November	No Material Objection
8	2024/1993/FPA	<p>19 Grasmere Crescent KENDAL LA9 6LP</p> <p>Proposed front porch extension (Resubmission of 2024/1594/FPA)</p>	13 November	No Material Objection

No.	App No./Type	Address/Proposed Development	Comments to W&F	Observations/Recommendations
9	2024/2007/FPA	<p>2 Stainbank Green Brigsteer Road KENDAL LA9 5RP</p> <p>Erection of car port</p>	14 November	No Material Objection
10	2024/1623/FPA	<p>13 Market Place Kendal Cumbria LA9 4TN</p> <p>Variation of condition 1 (approved plans), condition 2 (Schedule of Works), condition 3 (materials) and condition 4 (biodiversity net gain scheme) attached to planning permission (First floor rear extension to building fronting Market Place to facilitate reconfiguration of music venue (Bootleggers) at back of property (Part Retrospective)) (further information)</p>	14 November	No Material Objection and whilst the Committee welcomes the inclusion of Swift Boxes, it would ask if Swift Bricks could be used instead. The Committee also expresses disappointment at the retrospective nature of the application,

Kendal Town Council
Full Council – 2 December 2024
Reports from Representatives on Outside Bodies

Integrated Community Care (ICC) Meeting via Zoom on 16 October 2024

The theme of this meeting was Kendal Community Hubs.

This theme was chosen to look at the present position and to focus on aspects which will have most impact as opposed to quick win strategies. The aim is to develop the model and by working together to make it more effective,

There were three presentations:

(1) Kelly Alty - Active Cumbria Early Years Lead - who explained how her role can help support community hub projects. Hubs are about the people and not just about the places and spaces they occupy. A hub was a place where people feel cared for, accepted and needed. Feeling that they were making a contribution was also important. Adult learning could be regarded as a community hub.

(2) Stacey Hurley - Waste into Wellbeing - explained four key projects - Kendal People's Cafe, Kendal Community Lads and Girls Club, community cooking activities and Lunch Brunch. There is a local volunteer run food project which rescues surplus food from local businesses around the town which is used to support the community, reducing food waste at a town wide level and works to build a resilient and inclusive community here in Kendal. In 2020, five tonnes of surplus food were collected and redistributed, and this increased to 33 tonnes of food in 2023. 2,400 meals were served through the cafe in 2023. Now, in the Eddington, cooking facilities are all in one place, etc. The Eddington is getting a lot of attention from different groups and projects wanting to come together in the hope that it will become a real hub for the community. At present trying to fund an accessible lift outside the building (have raised £5,000 – need £20,000).

(3) Jonny Gios of Gateway Church has been doing consultancy work for Churches Together and with Westmorland and Furness Council to produce a social action audit of all faith communities. 114 faith communities had 2,000 volunteers working with 33,000 beneficiaries in Westmorland and Furness.

Mention was made of the possible relocation of the warm hub in the Town Hall due to refurbishments and, hopefully, a new venue will be found soon.

Cllr Richard Sutton

**Kendal Town Council
Full Council – 2 December 2024
Reports from Representatives on Outside Bodies**

**Lancaster Canal Regeneration Partnership
Report on Committee meeting held
on 18 October 2024 at the Crooklands Hotel**

Key points

- **Towpath Improvement Group:** an in-person meeting, as opposed to a 'zoom', was held at the Crooklands Hotel to allow a site visit. The towpath trail improvement work is well under-way and committee members were very impressed by the contractor's attention to detail and sensitivity to the rural location. It was agreed to hold "the Great British Rake-Off" on Saturday, November 30th, meeting at Stainton car-park at 9.30-with rakes!-in order to re-establish the full width of the towpath between Wellheads Lane and the newly improved section. All are welcome to come and help! Ideas for improved signage along the towpath trail are already in train, focusing on canal features and incorporating a QR code. More/easier parking will be needed as the TT becomes more widely used. It is hoped that W&F verge maintenance teams can improve the A65 layby and also the carpark in the dead-end lane area near Bridge 163/Millness. It was agreed that the next meeting, in January, should also be held at Crooklands so the finished work can be inspected.
- **Promotion Group:** social media and the website are generating engagement. Feedback from the canalathon in August has been very positive, even though the numbers involved were small. The quality of the organisation was appreciated and the event has given much to build on, including the possibility of a 'Trail Boaters' Festival next summer. A programme of events for next February's school half-term, including the 'official opening' of the improved towpath trail, is currently being developed.
- **Funding Group:** i) Social Prosperity fund: £9,039 remains which will pay for the February half-term activities and the underpass mural. ii) Thrive Heritage Fund: £15,750 has been awarded which will pay for the development of a fund-raising strategy to cover Kendal to Stainton, the creation of social media and web content and a promotional leaflet highlighting the towpath trail's 10 loop walks. iii) LCRP CIC: £32,785 remains, to deliver the signage project and CIC administration. The Project Manager's position is thus secure until March 31st 2025-but a cliff edge is looming, both nationally as well as locally, as SPF funding ends and the new government's funding priorities remain uncertain. Finding and securing other sources of funding is essential. The NHS Wellness/Social prescribing agenda is one possible avenue, as is the National Heritage Lottery if the Hincaster tunnel can be made into an 'anchor attraction' of the towpath trail, with a boardwalk installed to permit access. In previous times the CRT had been opposed to this but thinking has changed and this may now be a real possibility and is definitely worth exploring.
- **Biodiversity Group:** the Cumbria Wildlife Trust, including CWT volunteers, completed the organisation and execution of the wild-flower initiative on the trail near Kendal Leisure Centre. The scything course was fully subscribed and very successful. University of Cumbria students planted native plug plants. A maintenance schedule now needs negotiating with W&F contractors but it is anticipated that volunteer input will still be important. The potential exists for a safe, hedge- encircled picnic area, adjacent to the Waterwitch jetty, to be 'reclaimed' (it is currently over-grown), using volunteers. This would also offer opportunities for biodiversity enhancement through additional planting.

Cllr Liz Hendry

**Kendal Town Council
Full Council – 2 December 2024
Reports from Representatives on Outside Bodies**

**SLACC Trustees' Meeting held on 14 November 2024
11 July 2024 19:00 to 21:00, The Eddington, Highgate, Kendal**

Note: I was not able to attend in person, but received an update from Chris Rowley (SLACC Trustee) the following day:

- A new part-time community project manager, Alison Quigley, has been appointed to the Eddington;
- Alison, alongside the development manager Stacy Hurley and volunteers, is already developing links with Kendal College regarding cooking programmes and developing cooking programmes that will be open to the general public next year;
- A Waste Into Wellbeing website will shortly be launched. It will be a useful resource that will provide information as well as ways to donate and support the programme through volunteering and fundraising;
- Fundraising will be through a "champions scheme" where a donation can be made which can be given as a gift - this will help fund free meals for people who need them. There will also be an opportunity for corporate donors to support;
- The old CUO (charitable unincorporated organisation) SLACC will be closed down. This had been kept running while the campaign against the Coal Mine was ongoing, but is no longer needed;
- SLACC would like to thank Kendal Town Council for all their support, especially at the recent successful fundraising event.

Cllr Simon Blunden

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 2 December 2024
From: Town Clerk	Agenda No: 10
Description: To consider a report on the Budget and Precept for the next Financial Year (2025/26).	

Background

The Council's Committees have been making their budget recommendations for the forthcoming financial year, and the Management Committee's Budget Working Group has met to begin the process of drawing them together into a single budget.

The next stage in the process is for the Management Committee itself to receive the recommendations of the Budget Working Group, with particular reference to delivering a balanced budget, with appropriate reserves allocated.

This will be done at the January 2025 meeting of the Management Committee, from which there will be a recommended budget, precept and council tax level, for the Full Council to consider at its meeting in February.

Decision Required

The Council is asked to note the progress made towards delivering a balanced budget for the next financial year.

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date 2 December 2024
From: Town Clerk	Agenda No: 11
Description: Wainwright Award 2024-25	

Summary

To note the timetable for the Wainwright Award 2024-25.

Background

The Council is asked to note the timetable for the nominations for the annual Wainwright Award for 2024-25. The Council will consider which Nominations received at the meeting of the Full Council in April 2025.

The cash award is drawn from the income from a bequest by former Borough Treasurer Alfred Wainwright. The criteria are: 'to have done most during the previous twelve months to promote the prestige of Kendal or contributed significantly to the betterment of its inhabitants'. If the Council does not feel any recipient matches the criteria, it is not obliged to make the award.

The Council will decide the nomination by ballot. The award will be made at the Annual Mayor Making ceremony in May. A Nomination form is appended to this report.

Timetable for Nominations

December 2024	Nominations invited. Nomination form published and publicised.
24 March 2025	Nominations close.
7 April 2025	Council considers nominations and chooses winner (usually in closed meeting).
15 May 2025	Award presented at Mayor Making.

Kendal Town Council

Wainwright Achievement Award 2024-25

This Award is made annually to the person, persons, club, association, society or other local body (political activities excluded), who, or which, in the opinion of the Trustees of the Award, has done most during the year to promote the prestige of Kendal or has contributed significantly to the betterment of its inhabitants.

The Trustees are inviting nominations for the 2024-25 Award, which should be received by **10am on 24 March 2025** (we don't expect that any individual or society will nominate themselves).

If you would like to nominate a worthy recipient, fill in the form below and send it to office@kendaltowncouncil.gov.uk.

I nominate the following for the Wainwright Award 2024-25

Name of Person/Organisation being Nominated

Nominated person/organisation's contact details:

I believe they would be worthy recipients of the award because: (max 200 words).

Your name:

Your preferred contact details:



Kendal
Town Council

Kendal Town Council

Sep 2024 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/09/2024	Vanguarder Ltd	Van Tracking Fee £9.60
01/09/2024	Meraki	Monthly HR £258.00
01/09/2024	Sage Uk Ltd	Sage Sept 24 £43.20
02/09/2024	Barclays Bank	Bank Charges £9.70
10/09/2024	Staff Reimb	Staff Mileage £23.40
10/09/2024	Treescapes Consultancy Ltd	Tree Inspection £1,545.12
10/09/2024	Tony Wood Maintenance	Watering Contract £571.42
10/09/2024	Jack Palmer	Stone Walling £672.00
10/09/2024	MD Hanafin and Sons Ltd	Treated Posts £76.56
10/09/2024	SLCC Enterprises Ltd	Membership 2024 CB £357.00
10/09/2024	Westmorland & Furness Council	Premises Rent £2,970.00
10/09/2024	Lound Road Garage	Fuel Van £204.17
10/09/2024	MD Hanafin and Sons Ltd	Round Posts £105.84
10/09/2024	Kendal Office Equip Ltd	Stationery £53.85
10/09/2024	iTek Computer Solutions Ltd	ITEK Lic/365 £180.00
10/09/2024	iTek Computer Solutions Ltd	ITEK Mthly Support £403.21
10/09/2024	Adobe Systems Software	Adobe £91.02
10/09/2024	VID Greenbank	Tyre £22.74
10/09/2024	Suez Recycling	Waste £57.09
10/09/2024	North West Pest Control Service	Pest Control £759.60
10/09/2024	H Wicks (Lindal) Ltd	Waste £174.62
10/09/2024	B & Q	Combination Square Lock £5.99
15/09/2024	E-ON Next	Garage Elec Sept 24 £29.13
16/09/2024	Kirbie Green Community Group	Biodiversity Grant £1,000.00
17/09/2024	Mayoral Costs	Shoe Repairs £38.00
20/09/2024	Salaries	NP Set 24 £16,550.23
23/09/2024	JT Atkinson & Sons Ltd	Hedging Stakes & Fence £160.85
23/09/2024	Robert Parkins Consulting Engi	Flood Survey £3,500.00
29/09/2024	Siemens Financial Services Ltd	Quarterly Lease £428.40
30/09/2024	Staff Reimb	KTC Expenses £34.20
30/09/2024	Community Grants	South Lakes Hydrotherapy Pool £2,500.00
		Windows on Art £250.00
		Carer Support £3,000.00
		Clean River Kent £500.00
		Kendal South Choir
		Kendal South Choir £3,015.91
30/09/2024	CL&F Grants	Abbot Hall Bowling £75.00
30/09/2024	Internal Auditor	Internal Audit Interim £350.00
30/09/2024	Bookshop.org	Books Eddington £363.56
30/09/2024	Alex Stevenson	Signage Paint £500.00
30/09/2024	The National Allotment Society	Allotment Subscription £66.00
30/09/2024	Tech 4 Office Equip	Photocopies £82.80
30/09/2024	Health Assured Ltd	Mthly HA Policy £189.00
30/09/2024	Waterplus	Waterplus Sept 24 £109.13
	Total	£41,336.34



Kendal Town Council

Oct 2024 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>	
01/10/2024	Moore	23.24 External Audit	£2,016.00
01/10/2024	Royal Mail	Newsletter	£1,461.88
01/10/2024	HMRC	HMRC Sept 24	£4,884.25
01/10/2024	Cumbria LG Pension	Pension Sept 24	£4,299.92
01/10/2024	Citizens Advice Bureau	Comm Grant 23.24	£5,000.00
02/10/2024	Community Grants	Brewery Arts	£10,000.00
02/10/2024	Continental Landscapes	Hedge Cutting Wattsfield	£252.00
02/10/2024	Jack Palmer	Walling	£1,050.00
02/10/2024	Shaun Bainbridge Blacksmiths	Wheel Sculpture	£864.00
02/10/2024	Lound Road Garage	Fuel	£99.34
02/10/2024	iTek Computer Solutions Ltd	IT	£180.00
02/10/2024	iTek Computer Solutions Ltd	Oct Mthly Support	£403.21
02/10/2024	Wagstaff Interiors Group	Furniture Office	£2,337.00
03/10/2024	Curry's PC World	New Monitor	£209.00
03/10/2024	Amazon Services Europe	Ground Stakes	£129.90
06/10/2024	E-ON Next	Garage Elec	£29.13
07/10/2024	Barclays Bank	Bank Charges	£9.10
09/10/2024	Mountain Warehouse	PL Workwear	£44.99
11/10/2024	Adobe Systems Software	ADOBE Oct	£91.01
11/10/2024	Meraki	HR Oct 24	£258.00
14/10/2024	Lakes Line Rail User Group	Membership 24.25	£13.00
14/10/2024	Helen Thompson Artist	Mural Painting 2nd Eddington	£900.00
14/10/2024	Anna Bailey	Aug/Sept Visit Kendal Website	£720.00
14/10/2024	Kendal Office Equip Ltd	Stationery	£109.05
14/10/2024	Cumbria Action for Sustainability	Climate Course	£312.00
14/10/2024	Forty Two Creative Think	Newsletter	£240.00
14/10/2024	Westmorland & Furness Council	Premises Rent	£683.70
14/10/2024	RFM Ulverston Ltd	Payroll Services	£128.40
15/10/2024	Vanguarder Ltd	Van Tracker	£9.60
16/10/2024	Sage Uk Ltd	SAGE Oct	£43.20
20/10/2024	Salaries	Oct Net Pay	£15,248.07
22/10/2024	HMRC	HMRC Oct 24	£4,300.07
22/10/2024	Cumbria LG Pension	Pension Oct 24	£5,264.63
22/10/2024	Ginger Bakers (Kendal) Ltd	Refreshments	£137.50
22/10/2024	iTek Computer Solutions Ltd	Keyboard /Headsets	£178.66
22/10/2024	Flowers by Arrangement	Flowers Cllr	£25.00
22/10/2024	The Creative Branch	Christmas Poster	£108.00
22/10/2024	Designworks	KTC Website	£468.00
22/10/2024	Kendal college	Museum Grant	£2,000.00
22/10/2024	H Wicks (Lindal) Ltd	Waste	£87.31
22/10/2024	Bedroq CCTV Main	Camera Management	£166.15
22/10/2024	CL&F Grants	Kendal Rugby - Firework Grant	£750.00
23/10/2024	Florists Australia	Flowers Flo	£76.26
25/10/2024	Sports Direct	Voucher KIB	£50.00
28/10/2024	Staff Reimb	Mileage	£25.20
28/10/2024	Tech 4 Office Equip	Photocopies	£75.30
28/10/2024	Westmorland & Furness Council	Meeting Fees	£135.76
28/10/2024	Ben Unsworth	Support Torchlight	£57.50
28/10/2024	Royal British Legion	Wreaths	£125.00
28/10/2024	Helen Watson-Moriarty	Consultant Fees Xmas Switch on	£1,000.00
28/10/2024	iTek Computer Solutions Ltd	Phone set up	£448.86
28/10/2024	The Sign Man	Logos	£45.00
28/10/2024	Forty Two Creative Think	Leaflets	£2,080.00
28/10/2024	Petty Cash	Petty Cash Top up	£100.00
30/10/2024	Castle Green Kendal Ltd	Room Hire - Training Course	£128.00
30/10/2024	KIB Grants & Projects	Kirkbie Green KIB Grant	£500.00
30/10/2024	Kendal Parish Church Hall	Hall Hire Remembrance Sunday	£93.50
30/10/2024	Shaun Bainbridge Blacksmiths	Handrails	£6,656.64
31/10/2024	Meraki	Job Recruitment Costs	£2,756.00
31/10/2024	Tech 4 Office Equip	Photocopies	£71.94
31/10/2024	Tech 4 Office Equip	Photocopies	£85.76
31/10/2024	Meraki	Training Course	£450.00
31/10/2024	Rialtas Business Solutions Ltd	Training Session	£180.00
31/10/2024	Westmorland & Furness Council	Road Closure Fee -Switch On	£324.00
31/10/2024	Bradfor's Online	Compost Bins	£101.95
31/10/2024	Waterplus	Allotment Water	£74.29
		Total	£81,152.03