

Kendal Town Council

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



24 May 2024

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 3 June 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', with a long horizontal flourish extending to the right.

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 11)

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

5. Minute Action Sheet (pages 12 to 14)

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

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

7. Annual Governance and Accountability Return (AGAR) 2023-24 (pages 15 to 21)

- (a) To consider a report on the completion of the AGAR 2023-24, including the recommendations on how the Council is dealing with 'Except fors' and other matters raised by the internal and External Auditors
- (b) To note the report from the Internal Auditor for 2023 (see attached).
- (c) To complete relevant sections of the Council's AGAR 2023 as follows:
 - (i) The Annual Governance Statement (Section 1)
 - (ii) The Accounting Statement (Section 2)

8. Reports and Minutes from Committees (pages 22 to 49)

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) Allotments Committee on 29 April 2024
- (b) Audit Committee on 13 May 2024
- (c) Environment Committee on 13 May 2024
- (d) Management Committee on 20 May 2024
- (e) Planning Committee on 7 and 20 May 2024

9. Reports from Representatives on Outside Bodies (page 50)

To receive a report from the Council representative on the following outside organisation:

- Lancaster Canal Regeneration Partnership (a written report from Cllr L Hendry).

10. Schedule of Payments (page 51)

To receive the schedule of payments for April 2024 (see attached).

Kendal Town Council

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Minutes of the Annual Meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Tuesday, 7 May 2024, at 7.30 p.m.

Councillors

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

In attendance: Chris Bagshaw (Town Clerk) and Simon Unsworth (Heritage Officer).

Public Participation

A Member of the public raised the following points:

- Was the full council meeting legal as the agenda had not been publicly available for three clear working days?
- Kendal Town Council's website needs updating and there needs to be better signage to indicate where the office is.
- Both the Birdcage and the bus stop opposite Boots are damaged. Can KTC put pressure on Westmorland and Furness Council to address these?
- It was hard to hear speakers at the Remembrance events. Could portable speakers be used?
- The town is overrun with pigeons – can something be done about this?

Cllr Dunlop thanked the member of the public and reassured them that each of these issues would be looked at.

1/2024 Mayor and Deputy Mayor 2024

The Mayor thanked members and officers for assisting her in a very memorable 12 months in office.

It was noted that, following election, both the new Mayor and Deputy Mayor could take office immediately, having agreed to sign their declarations of acceptance of office at the Mayor Making Ceremony on 16 May 2024, in accordance with the Local Government Act 1972 (Section 83(4)(c)).

Cllr Brook proposed, seconded by Cllr Archibald, that Cllr J Cornthwaite be elected Mayor of Kendal for the Municipal Year 2024/25. No other nominations were forthcoming.

Resolved: To elect Cllr J Cornthwaite Mayor of Kendal for the Municipal Year 2024/25.

Cllrs Dunlop and Cornthwaite retired briefly, with the meeting adjourned, after which it resumed with Cllr Cornthwaite now in the Chair. Cllr Cornthwaite thanked Cllr Dunlop for her sterling work as Mayor, and thanked members for electing him to the post.

Cllr Rathbone proposed, seconded by Cllr Dunlop, that Cllr R Sutton be elected Deputy Mayor. No other nominations were forthcoming.

Resolved: To elect Cllr R Sutton Deputy Mayor of Kendal for the Municipal Year 2024/25.

2/2024 Apologies

Apologies for absence were received and accepted from Cllrs Blackman, Brown, Coleman, R Edwards, Hardy, Severn and Supka.

3/2024 Declarations of Interest

No declarations of interest were raised under this item.

4/2024 Exclusion of Press and Public

There were no excluded items included within the agenda.

5/2024 Minutes of Last Council Meeting

Cllr Ladhams pointed out an error in her name.

Resolved: To receive the minutes of the meeting of the Council held on 8 April 2024, with the correction to Cllr Ladham's name, and to authorise the Chair to sign them as a true record.

6/2024 Review of the Terms of Reference for Committees

The Council noted that it had adopted new Terms of Reference for its committees, with effect from 1 October 2023. The Annual Meeting of the Council afforded an opportunity to review these and to make any necessary changes, prior to appointing members.

It was suggested that committee memberships might be reduced where not enough people were available. This proposal was accepted and it was:

Resolved: To note the current Terms of Reference for the Council's Committees, amending the complement of members appropriately when considering membership.

7/2024 Chairs and Vice Chairs of Committees

The Council considered the offices of Chair and Vice-Chair of its various committees. Nominations had been received by the Town Clerk prior to the meeting as follows:

Allotments Committee

1	Alvin Finch	Chair
2	Giles Archibald	Vice chair

Audit Committee

1	Craig Russell	Chair
2	Doug Rathbone	Vice Chair

Culture and Communities Committee

1	Helen Ladhams	Chair
2	Leone Edwards	Vice Chair

Environment Committee

1	Eammon Hennessy	Chair
2	Giles Archibald	Vice Chair

Kendal in Bloom Committee

1	Andy Blackman	Chair
2	Richard Sutton	Vice Chair

Mayoralty and Heritage Committee

1	Jonathan Cornthwaite	Chair
2	Richard Sutton	Vice Chair

Planning Committee

1	Doug Rathbone	Chair
2	Helen Ladhams	Vice Chair

Management Committee

1	Stephen Coleman	Chair
2	Julia Dunlop	Vice Chair

The list was moved en-bloc and it was:

Resolved: To elect/re-elect the Councillors shown above as Chairs and Vice Chairs of the Committees shown for the forthcoming year.

8/2024 Membership of Committees

The Council reviewed the membership of its committees. A list of nominations had been provided to the Town Clerk prior to the meeting. Where applicable the Council noted the numbers of members and amended them as shown.

Allotments Committee

Consists of 6 members of the Council and 3 co-opted representatives from the allotment tenants. Co-opted members may vote on any decision except those involving expenditure.

1	Alvin Finch	Chair
2	Giles Archibald	Vice chair
3	Jonathan Cornthwaite	
4	Leone Edwards	
5	Carol Hardy	
6	Liz Hendry	

Audit Committee

Reduced from 9 to 7 members.

1	Craig Russell	Chair
2	Doug Rathbone	Vice Chair
3	Stephen Coleman	
4	Julia Dunlop	
5	Leone Edwards	
6	David Evans	
7	Mhairi Helme	

Culture and Communities Committee

Reduced from 9 to 8 members.

1	Helen Ladhams	Chair
2	Leone Edwards	Vice Chair
3	Mhairi Helme	
4	Susanne Long	
5	Craig Russell	
6	Kate Simpson	
7	Richard Sutton	
8	Peter Thornton	

Environment Committee

Consists of 9 members

1	Eammon Hennessy	Chair
2	Giles Archibald	Vice Chair
3	Simon Blunden	
4	David Brown	
5	Jonathan Cornthwaite	
6	Mhairi Helme	
7	Susanne Long	
8	Craig Russell	
9	Kate Simpson	

Kendal in Bloom Committee

Increase from 5 to 6 Council members and 5 co-optees.

1	Andy Blackman	Chair
2	Richard Sutton	Vice Chair
3	Liz Hendry	

4	David Brown	
5	Alvin Finch	
6	Eammon Hennessy	

Mayoralty and Heritage Committee

Reduce from 9 to 8 members

1	Jonathan Cornthwaite	Chair
2	Richard Sutton	Vice Chair
3	Jonathan Brook	
4	Julia Dunlop	
5	Matt Severn	
6	Doug Rathbone	
7	Craig Russell	
8	Guy Tirvengadam	

Planning Committee

Consists of 9 members

1	Doug Rathbone	Chair
2	Helen Ladhams	Vice Chair
3	Adam Campbell	
4	Jonathan Cornthwaite	
5	Leone Edwards	
6	Rachel Edward	
7	Alvin Finch	
8	Dave Miles	
9	Godfrey Supka	

Management Committee

Consists of the Chairs of each Committee above (including the Mayor as Chair of the Council), plus a Chair and Vice Chair. Committee vice-chairs may deputise on occasions when the Chair is unable to attend. May co-opt such other members as it sees fit up to a maximum of two further councillors.

1	Stephen Coleman	Chair
2	Julia Dunlop	Vice Chair
3	Doug Rathbone	Planning
4	Jonathan Cornthwaite	Mayor
5	Eammon Hennessy	Environment
6	Helen Ladhams	Culture & Communities
7	Alvin Finch	Allotment
8	Craig Russell	Audit
9	Susanne Long	Kendal Futures

Resolved: To approve the complements and list of Committee Memberships for 2024/25.

9/2024 Schedule of Meetings 2024/25

The Council considered the Schedule of Meetings for the forthcoming year.

Resolved: To approve the Schedule of Meetings for 2024/25.

10/2024 Representation on Outside Bodies

The Council reviewed its representation on Outside Bodies for 2024/25. There was a query about how the Council went about establishing what relationship was expected by the Outside Body from Council representation. The Clerk explained that the process was one of engagement and development, and reiterated that appointed members should make contact as soon as possible with the Outside Body. It was noted that there was no Museum body listed, and that historically the Town Council had always played an active role in this. It was suggested that members alert the Clerk to any other body to which the Council might benefit from membership or appointment.

Resolved: To approve the list of appointments to Outside Bodies for 2024/25 as follows:

Resolved: For officers to seek clarification about the meetings of the organisations where shown.

Resolved: For officers to make further inquiries concerning the establishment of an active Museum Partnership Committee with Westmorland and Furness Council and Kendal College.

Organisation	No. of Rep(s)	Representative(s)	Reports to	Notes on role
Air Quality Working Group	1	Cllr G Archibald	Environment	Watching brief to be clarified
BID Board	1	Cllr H Ladhams	Management; Council	Active member
Brewery Arts Centre	1	Cllr J Dunlop	Council	Watching brief
Cumbria Association of Local Councils	2	Cllr C Russell	Council	Active members
Emergency Plan (Kendal Community Emergency Plan Group)	1	n/a	Management; Council	Group Disbanded
Integrated Care Community/Healthy Towns Status (W&FC)	1	Cllr R Sutton	Council	Active member
Lakes Line User Group	1	Cllr S Coleman	Council	Watching brief
Kendal Bus User Group	1	Cllr E Hennessy	Council	Watching brief to be clarified.
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council	Active member
Kendal Futures Board	1	Cllr S. Long	Management; Council	Active member
Kendal Lads and Girls Club	2	Cllr L Edwards Vacancy	Council	Watching brief. Noted that meetings currently clash with Council

Organisation	No. of Rep(s)	Representative(s)	Reports to	Notes on role
				committees.
Kendal Mountain Festival	1	Cllr M Helme	Culture and Communities	Watching brief
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council	Active members
Lancaster Canal (Northern Reaches)	2	Cllr P Thornton Cllr L Hendry	Council	Active members
One Voice	1	Cllr R Sutton	Council	Watching brief to be clarified
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllr J Brook	Mayoralty and Heritage	Active members
South Lakeland Action on Climate Change and Transition South Lakes	2	Cllr S Blunden Cllr M Helme	Environment	Watching brief
Westmorland & Furness Diversity, Equity and Inclusion Partnership	1	Cllr G Tirvengadam	Council	Active member

11/2024 Reports from Representatives on Outside Bodies

Council considered a report from the Council representative on the following outside organisation:

- Integrated Care Community (ICC) Meeting (a written report from Cllr R Sutton)

Resolved: To receive the report from the representative on the outside organisation shown above.

12/2024 Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees. It was noted that the minutes from the Allotments Committee meeting held on 29 April were not yet available.

- Culture and Communities Committee meeting held on 15 April 2024 – Cllr H Ladhams presented the minutes
- Mayoralty and Heritage Committee meeting held on 25 March 2024 – Cllr J Dunlop presented the minutes.
- Planning Committee meetings held on 8 April and 22 April 2024 – Cllr D Rathbone presented the minutes.

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

shown above.

Cllr Cornthwaite invited councillors to join him for drinks in the Mayor's Parlour after the meeting.

The meeting closed at 8.27 p.m.

Full Council - Minute Action Sheet - as at 24 May 2024								
Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
4	31/07/2023	37/2023	Mayor's Communications and Announcements	The Town Clerk to make arrangements for the publication of a full diary of forthcoming events due to be attended by the Mayor.	CB		in progress	
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			Being considered through Management Committee
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	
11	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to pursue the matter of the Town Council's relationship with Kendal Bid.	CB		in progress	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
15	11/12/2023	65/2023	Notice of Motion – Israel-Hamas War	To carry the motion as amended prior to and at the meeting. I.e. to submit the motion as passed to Westmorland and Furness Council in order that it may pass it, or something like it, and enact it at the first opportunity	CB		14-Dec-23	Reply from FCDO copied to all members 18 Dec 2023
18	05/02/2024	78/2023	Schedules of Payments	to arrange for inclusion of improved details within the schedules in relation to payments made			12-Mar-24	Being investigated
19	08/04/2024		Public Participation	To respond to the queries raised.			09/04/2024	Legal advice taken on issue of legality, which confirmed advice of Clerk. Other matters passed to Westmorland and Furness Council as appropriate.
20	08/04/2024	86/2023	Reports and Minutes from Committees	To bring a report on a policy for the reporting of part attendance by Members at meetings to a future meeting of the Management Committee in order for a recommendation to be made to Full Council				To be considered at a future meeting of the Management Committee
21	08/04/2024	88/2023	Schedules of Payments	The Town Clerk to provide clarification in relation to the payments referred to within the minute.			12-Apr-24	Second invoice is advance payment. Footpath payment to W&FC is for Vicarage Park footpath surfacing improvements.

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
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

Kendal Town Council Report

To: Full Council	3 June 2024
From: Town Clerk	Agenda Item No. 7

AGAR 2023-24

The Annual Governance and Accountability Return (AGAR) for 2023 must be sent to the Council's External Auditor by the end of June.

In addition to receiving the Internal Auditor's report (page 3 of the AGAR), the Council must complete the Annual Governance Statement (page 4 of the AGAR) and accept the Accounting Statements (page 5 of the AGAR). The Council's Audit Committee has received and noted the Internal Auditor's report and the Accounting Statements at its meeting on 13 May 2024. It also noted that the Governance Statement was for the Full Council to complete.

The Audit Committee has considered the issues raised by the External Auditor from the previous year. These were reported to the Council at its meeting in April 2024.

Except for the matters reported below 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.

It was noted on review that the announcement of the Period for Public Rights was made prior to the approval of Section 2 of the Annual Governance and Accountability Return. Regulation 12-15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The regulations require that the Return be approved prior to the Notice being published.

The comparative column of the AGAR Section 2 Statement of Accounts does not arithmetically add down to Box 7 by 1 when summed. When rounding the numbers for the Return care should be taken to ensure the Return sums correctly as well as ensuring that box 7 of the comparative year equals box 1 of the current year.

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

Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later requested but still insufficient. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

The Internal Auditor has commented that they were unable to confirm that the council met its annual publishing requirements and marked the relevant point as 'Not Covered' in their report. The council is certain it has met its responsibilities and therefore responded 'Yes' to the relevant assertions. As these are requirements based on specific points of time, we are also unable to independently confirm this.

The Internal auditor is intending to timetable this into their checks during the 2023-24 year.

The Internal Auditor has answered 'Yes' to question K on the Annual Internal Audit Report that are stated to relate to authorities that were exempt in the current or prior year. We would expect this to be answered 'Not covered' as they were not exempt.

In the case of the two 'Except fors', the controls are to ensure that the Notice of Public Right is posted on the correct date. This must be after this Full Council meeting which must approve the statements. The arithmetic of the Accounting statements has been checked that it rounds correctly.

On the 'Other Matters', the Audit Committee has noted the additional supporting information required to complete the return. The significant variances, in the case of Box 3 is almost entirely Community Infrastructure Levy receipts.

The Council has appointed a new Internal Auditor, who was able to make the proper assessment of the Council's procedures and has completed their questionnaire correctly in the return.

The External Auditor also commented in their covering letter about changes to the Council's financial procedures, following the introduction of new accounting software. This related primarily to the process of budget setting in the previous year.

The Council set out to ensure that the budget setting timetable for 2024-25 (during the audit year 2023-24) was satisfactory. The processes were adequate and that they demonstrate that the Council has responded to matters brought to its attention by internal and external audit. The Finance Officer and RFO are in the process of further codifying their practices, to develop greater transparency and resilience.

The Council should note that the External Auditor's report was not received by Council until after the end of the Audit year, and therefore some matters raised may have to be dealt with in the following Audit year.

Recommendation

That the Council accepts the Report of the Internal Auditor (page 3), the Accounting Statements (page 5) and the recommended completion of the Governance Statement (page 4), noting that the Exercise of Public Right will commence on Wednesday 5 June 2024, being the day after the publication of the Notice.

Annual Internal Audit Report 2023/24

KENDAL TOWN COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken: 29/4/24, 1/5/24. Name of person who carried out the internal audit: JULIE HARTLEY, AUDITOR.
Signature of person who carried out the internal audit: [Signature] Date: 1/5/24.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**INTERNAL AUDIT REPORT 2023-24 ACCOUNTS
PERFORMED BY JULIE HARTLEY, IPFA, CILCA**

NAME OF PARISH: **KENDAL TOWN COUNCIL**

DATE: **1st May 2024**

SUMMARY STATEMENT:

My review of the end of year accounts and associated internal controls was completed on 1st May 2024. My conclusion is that the finances of Kendal Town Council are well managed, there is a clear audit trail and transparency governing the approval of financial transactions. I have no significant recommendations to make which would affect the accuracy of the Town Council's Accounts that are to be advertised on the website. A summary of the audit tests performed and my findings are listed below.

SUMMARY OF TESTING AND FINDINGS

Internal Control area	Documents reviewed	Findings
Overall financial controls set out properly	Financial Regulations Standing Orders Minutes	Key documents are up to date and agreed by Council. Use NALC models
Budgetary Control	Precept & Budget report Cash Book and Ring-fenced Accounts Council minutes	Revenue budget set in full prior to Precept and agreed by Council. Monitoring takes place regularly via sub committee.
Expenditure – authorisation in accordance with standing orders.	Invoices Bank transfers Minutes (payment listings)	Performed sample test tracing payments from bank to cash book, payments listings and invoices. Included some Petty Cash transactions. All were in order.
Expenditure – accounting	Cash Book Bank reconciliations	Cash Book is accurate & complete. Bank reconciliations performed regularly.
Income controls	Cash book Bank statements/Reconciliation	Majority of non-precept income is CIL, Allotments or VAT claims. Audit review highlighted no areas for improvement.
Payroll	Payroll records	Payroll is processed by external accountants. Reviewed calculation for July 23. No matters arising.

**INTERNAL AUDIT REPORT 2023-24 ACCOUNTS
PERFORMED BY JULIE HARTLEY, IPFA, CILCA**

Internal Control area	Documents reviewed	Findings
Risk Management	Insurance Policy Risk management policy	Insurance with Zurich is in place and has specific arrangements for the Council's extensive art collection. Reviewed overall risk register which is comprehensive and up to date. Will review more detailed risk management arrangements on audit visit in September.
Asset Management	Asset register	Reviewed most recent register, which is up to date and takes account of sales and acquisitions during the financial year.
Information Management (Transparency Code)	Web site	All necessary financial information is available on the Council's website.

Section 2 – Accounting Statements 2023/24 for

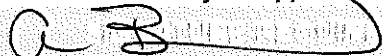
Kendal Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	421,789	465,998	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	502,285	567,997	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	129,461	226,154	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	256,103	268,480	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	331,434	310,640	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	465,998	681,029	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	503,824	709,282	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,700,477	1,700,350	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

13/05/2024

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

as recorded in minute reference:

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

Kendal Town Council

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



Minutes of a meeting of the Allotments Committee held on Monday, 26 February 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	Present	Chris Rowley	Present
Ros Taylor	Apologies		

Site Representatives present

Canal Head	Deborah Allison
Castle Drive	Liz Kelly
Castle Haggs	Gwen Tordoff
Castle Haggs Ext	Jon Cox
Crow Tree	Bryan Williams
Underley Road	Chris Rowley

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

A25/2023 Apologies

Apologies for absence were received and accepted from Kendal Town Cllr C Hardy, from Co-optee Ros Taylor, and from Site Representatives Ali Paddle (Greenside) and Ros Taylor (Wattsfield).

A26/2023 Declarations of Interest

No declarations of interest were raised under this item.

A27/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

A28/2023 Minutes of the Previous Meeting

A query was raised on Minute No.A15/2023 (Co-option of Members) and on co-optees' entitlement to vote in relation to financial decisions. The Town Clerk explained that he was currently seeking clarification on this matter.

Resolved: To report once clarification received regarding co-optees' entitlement to vote in relation to financial decisions.

Resolved: To receive the minutes of the previous meeting of the Allotments Committee held on 25 September 2023 and to authorise the Chair to sign them as a true record.

A29/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Further details were sought in relation to Item Ref. No.7 relating to Minute No.A43/2022 (Town Council Allotments) of the meeting held on 27 February 2023. The Town Clerk explained that this item had been considered within Part II and suggested that, should Members wish to discuss the matter, a vote be now taken to exclude the press and public.

Part Two

At this stage in the proceedings, Members voted to exclude the Press and Public, due to the confidential nature of the discussion.

The Town Clerk reported that, under Minute No.A43/2022 (Town Council Allotments), the Committee had considered an issue relating to the management of the Town Council's allotment estate when it had been resolved to approach a suitable solicitor to seek to progress the proposal. He explained now how involvement of the Secretary of State would be required to move forward on the matter and how this issue was not deemed to be a priority, there being more pressing needs in terms of the Council's allotments estate. It was, therefore, suggested that this matter should be parked for the time being.

Part One

Members voted to move back into Part 1 for the remainder of the meeting.

Discussion continued on the format of the minute action sheet and the potential to change the "deadline, if any" column to "target date". Also discussed was the potential to retitle the "officer responsible" column, with this being a public document, although the need to allocate tasks to individuals being acknowledged. To this end, the need to review the document in its entirety was raised.

Resolved: To remove Item No.7 from the Minute Action Sheet.

Resolved: To carry out a review of the format of the minute action sheet.

Resolved: To note the report.

A30/2023 Review of Spend against 2023/24 Budget

The Council Services Officer presented a report reviewing spend against budget as at 16 February 2024, pointing out that approximately £5,000 remained, with around £1,500 earmarked for maintenance work.

Attention was drawn to an item on the action sheet regarding the installation of safe and uniform signage throughout the Council's allotments sites and the potential to allocate the remaining sum to this project. Some concern was raised with regard to the potential need for this money to be instead set aside for pest control, however, the Council Services Officer explained that this was an ongoing cost and could not be carried forward into the next year. It was pointed out, however, that the Committee had already resolved to move forward on the signage at a previous meeting and it was suggested, therefore, that the remaining 2023/24 funding be used to pay for this. Attention was further drawn to an item later in the agenda on the purchase of water troughs, for which the remaining funding could also be used. Further raised was the potential for a training programme of workshops for allotment holders and implementation of policies, which had been suggested by the Kendal in Bloom judges; the Chair suggested that this proposal should be put in writing to the Committee for discussion at its next meeting.

It was proposed that the Committee might agree with the Council Services Officer's suggestion, on the proviso that, with the Chair or Vice-Chair's agreement, officers use some of the money for other enhancements, such as water troughs. Attention was drawn to a number of other enhancements and repairs required on various sites, it being suggested that a list of outstanding jobs should be created for consideration by the Committee.

The Town Clerk proposed that the Council Services Officer circulate a list of planned work for site representatives to look at and add to. Officers could then calculate costs and make sensible use of what money remained, for example on troughs or signage. Moving forward, he felt that it would be a good idea to bring the list of planned renovations and maintenance schedule to the next meeting of the Committee in order to prioritise of works and to be able to budget effectively.

Members were keen to ensure that ongoing work was not delayed and the need was, therefore, repeated for the Chair or Vice-Chair to give agreement regarding the potential use of the money for troughs and signage. Also suggested was the potential for a press release regarding the water taps at Greenside, which had been very successful. The Townscape Officer, however, explained that the plan now was to move forward with water troughs.

Resolved: A list of planned renovations and maintenance schedule to be circulated to site representatives for inclusion of any additional items prior to presentation to the next meeting of the Committee.

Resolved: With the agreement of the Chair or Vice-Chair, officers to allocate the remainder of the 2023/24 allotments budget to signage throughout the Council's allotments estate and to the purchase of two water troughs, as outlined at Minute No.A31/2023 below.

Resolved: To note the report.

A31/2023 Townscape Officer Update

The Townscape Officer presented his report, hard copies of which had been circulated at the start of the meeting.

- Water Troughs - These had proved to be successful at Canal Head and officers were keen to extend the scheme to other sites, for example, Castle Hags, using different and less expensive containers. The troughs were effective at reducing hosepipe use. The Townscape Officer suggested that two troughs could be placed on Castle Hags using the existing water pipe. The cost would be £130 for two troughs plus plumbing

connection. The Council Services Officer informed the Committee that the troughs would need to be purchased and installed by Easter 2024.

The Townscape Officer answered questions, saying that the troughs would not take long to set up and explaining that once it could be established whether they were successful, the scheme could be extended so people did not have as far to walk. He pointed out, however, that water troughs would not be appropriate on all sites. He stressed the fact that the intention of the scheme was to change the manner in which things were done and, whilst not saving the Council money, would hopefully save water.

During conversation, the Chair suggested that there was a need for the Allotments Committee to meet more frequently during the growing season, potentially in April, June and August and then back to every three months. The Town Clerk explained how it would be difficult to include any additional meetings within the Council's Calendar of Meetings, however, undertook to try to factor these within the 2024/25 Calendar.

Resolved: To try to factor in additional meetings of the Allotments Committee within the 2024/25 Calendar, in April, June and November.

- Compost Bins at Canal Head – The Townscape Officer reported that he would be moving the compost bins from Sedbergh Road to Canal Head due to the track being more accessible for the transfer of green waste and the bagging of the compost. The site at Canal Head had more space and did not require access from a busy road.
- Community Allotment – Officers were proposing to experiment with a community allotment plot at Canal Head, where the drainage had initially been poor. The idea would be to bring people together and demonstrate how beneficial growing vegetables was. It would increase the number of residents on a plot providing help and support for each other. There was space on the plot for a shed for communal tools. The initiative would be developed through an open day in April.

A suggestion was raised for classes to be provided at the site. Also suggested was the potential to use instead the triangular section of the site as opposed to a plot which could be paid for, especially with the waiting list at Canal Head being so large. The Town Clerk pointed out that there was £68,000 in the Allotments Reserve and that it would be appropriate to use some of this money to expand and fence off the triangle, also referring to the possibility of using one of the plots which had been written off due to poor drainage for a polytunnel for the community allotment. It was suggested that the feasibility of doing this be investigated and that the Chair and Vice-Chair be authorised to make a decision on the amount required. Attention was drawn to the successful community garden opposite Queen Katherine School and the need to liaise with that group and others looking for community gardening opportunities. Stressed was the importance of appropriate management in the longer-term. The Council Services Officer, however, explained that the Council's aspiration was more around raising the profile of allotments and to provide a space for those people who remained on the waiting list for a plot. She also stressed the need for current allotment holders and site representatives to be on board with the scheme.

Resolved: To note the updates.

A32/2023 Allotment Statistics Report

The Council Services Officer presented a report which showed that the waiting list currently stood at 123 individuals. The list had increased by 12 individuals since the last meeting. 43 plots were vacant, details of which were provided within the report. Nine plots had been let since the last meeting. The Council Services Officer added that the deadline for annual payments had passed. Further, she said that she had offered out sites again on the previous Monday, when only four had been taken up. She felt the current situation to be of some concern and that there was a need to look at the process of allocation of allotments, with a need to be proactive and to develop a vibrant allotments community.

In response to queries, the Council Services Officer explained in detail the current process with regard to allocation of plots, individuals being emailed with a two week deadline to take up the offer. Whilst some felt that this was too short a timeframe, others felt that a quicker process was required.

The Town Clerk informed the Committee that the waiting list normally worked very effectively, however, drew attention to current challenges, particularly around the cost of living crisis. He suggested that a better view could be taken when considering the state of the list at the next meeting. He pointed out that the biggest concern with unlet plots was the time taken to bring them back into production and that plots not let by April would become a problem.

A suggestion was raised for the Council to make better use of its site representatives who were more able to use a personal approach. In addition, the need for a transparent method of selection of site representatives was stressed.

Resolved: To take a better informed view on the process of allocation of plots following presentation of the allotments statistics report at the next meeting.

Resolved: To consider the process of selection of site representatives at a future meeting.

Resolved: To note the report.

A33/2023 Site Representatives

Chris Rowley, Underley Road Representative, was pleased to see that a number of plots had been let on the site.

Jon Cox, Castle Hags Ext Representative, sought progress in relation to the fence lines on this estate. In response, the Town Clerk reported that he had visited the site and drew attention to the outstanding question of whether the Town Council should commit to fencing a site which was not in its ownership, also explaining that allotments holders had no security of tenure on any site. He pointed out the work which had been carried out by Westmorland and Furness Council, with some new fencing on the top side and the planting of a mini woodland. A lengthy discussion ensued, during which the Town Clerk suggested that costs for fencing should be sought, although explaining how this would make a huge dent in the Allotments Reserve of £68,000. Jon Cox further drew attention to encroachment of nettles from without the site and the problems with rabbits, also stressing the fact that current allotment holders would leave, with some already having done so. The Committee recognised how this was an untenable situation, with these allotment holders renting plots of no value, and it was suggested, therefore, that Westmorland and Furness Council's view should be sought in writing. The Town Clerk raised the potential of the fall back position of the Town Council installing post and wire fencing. Also raised was the potential for the installation of new gates with a rabbit proofing layer and asking Westmorland and Furness Council to look at mowing its own boundary which, it was felt, would make a difference.

Resolved: The Town Clerk to approach Westmorland and Furness Council seeking their position in relation to the Castle Haggs Ext and to report back to Committee.

Brian Williams, Crow Tree Representative, reported that a mess had been left behind following work on the new gas main to Ford Terrace. The Council Services Officer undertook to look into the matter.

In response to a query from the representative regarding access to leaf mould at the cemetery, the Council Services Officer explained that, following problems which arose in the previous year, this was possible by arrangement with the cemetery to self collect. She undertook to provide contact details.

Resolved: To look into the matter of the mess left behind at Crow Tree following work on the new gas main to Ford Terrace.

Resolved: To pass on details regarding the relevant person to contact regarding collection of leaf mould at the cemetery.

The Council Services Officer further undertook to address the issue of the internal path within the Crow Tree site.

Resolved: To address the issue of the internal path within the Crow Tree site.

Deborah Allison, Canal Head representative, expressed thanks for the clear up next to the rubbish tip at Canal Head. In response to a query, the Council Services Officer explained that the compost area would be sited on the last bit of the Canal Head site. The representative expressed concerns regarding rabbits and raised the potential for the replacement of a number of wooden gates on the older allotments. The Council Services Officer explained that this was a matter for allotment holders themselves, although suggested that the Council would help if it could.

Resolved: To check on the old wooden gates at Canal Head.

Resolved: To note the verbal reports from Site Representatives.

The meeting closed at 8.52 p.m.

Kendal Town Council

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



DRAFT Minutes of a meeting of the Audit Committee held on Monday, 13 May 2024, at 5.30 p.m. in the Chairman's Room 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	Present	Cllr C Russell (Chair)	Present
Cllr D Rathbone (Vice-Chair)	Apologies		

In attendance: Chris Bagshaw (Town Clerk).

Also present Cllr S Evans (W&FC) as a member of the public.

Public Participation

A member drew attention to his intentions to record the proceedings on his iPad.

W&FC Cllr S Evans read out a prepared statement containing queries about the Minutes of the meeting on 22 March 2024, which she felt were both over detailed and yet lacking in structure. Particularly she felt A20/2023 did not accord with the resolution passed at the meeting over the timetable for developing written procedures. She offered to share her notes with the Clerk. The Chair thanked her for her offer and for her observations.

A1/2024 Apologies

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

A2/2024 Declarations of Interest

No declarations of interest were raised under this item.

A3/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

A4/2024 Minutes of the Last Meetings

Cllr D Evans read out a prepared statement contesting some of the supporting statements in the Minutes of the Meeting on 29 January and 22 March 2024. After some discussion it was confirmed that the record of the Resolutions were not being brought into doubt, but that the supporting statements did not accord with Cllr Evans' recollection of the meeting.

The Chair thanked Cllr Evans for his observations.

Resolved: To receive the minutes of the meetings of the Audit Committee held on 29 January and 22 March 2024 and to accept that the resolutions recorded the outcomes of the debate but to allow members to review the supporting statements and consider incorporating observations from W&FC Cllr S Evans and Cllr D Evans prior to their final signature.

A5/2024 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Under Item 21, it was requested that each Cashbook be summarised and reconciled for the next meeting.

Resolved: To report on each Cashbook within Rialtas at the next meeting.

Resolved: To note the report.

A6/2024 2023/24 Budget Monitoring

The Committee considered a report on the Council's budget and expenditure to the year end, including the outturn figures and variances for the AGAR. The Clerk drew attention to the healthy state of the General Reserve balance, up from £30,260 to £99,013. The Committee noted that the Council's previous commitment to keeping around £45-50k in the General Reserve was contradicted by the advice from the Joint Practitioners Advisory Group (JPAG), which recommended three months operating costs in Reserve. It was noted that the budget heading 'Promoting Equality and Diversity' had a very light draw down, and that the purpose of this line may now be superseded by actions and expenditure elsewhere (through Festival grants for instance).

Resolved: To note the report

A7/2024 Bank Reconciliation

The Committee considered the bank reconciliation statements as at 31 March 2024. It was noted that both the Reserve and Current account appear in the same Cashbook. The Clerk will bring an explanation of the Cashbook numbering to the next meeting.

Resolved: To receive and note the bank reconciliation statements at 31 March 2024.

A8/2024 Internal Audit

The Committee considered the report from the Council's Internal Auditor (IAA) for the year 2023-24. It was suggested that the accompanying report from the RFO was inadequate in so far as it didn't go in to detail about the appointment of the IA, nor about the brief they were given, the notes from the External Auditor (ExA) last year, or the information that was provided to the IA. The chair reminded members that it was not the committee's job to Audit the Council, but to ensure that the Audit took place correctly, within the statutory timetable. The Chair reminded members that the Clerk as RFO was under considerable competing pressures at present, and that the Committee had looked extensively at this process in previous meetings. The Chair and the Vice Chair had been satisfied with the letter of engagement and, after prompting, the ExA had clarified the expectation on reporting new financial systems, which had been a source of unclarity in the previous year. It was suggested that other council's procedures be looked at, to seek exemplars.

Resolved: To receive and note the report from the Council's Internal Auditor for the year 2023-24.

A9/2024 External Audit

The Committee received a report on the timetable for External Audit in 2023-24, including the assembling of supporting literature. It was noted that the Council must consider the completed AGAR at its meeting in June so as to ensure that the full Return can be completed to be sent to the ExA by the end of June.

Resolved: To note the timetable for completion of the AGAR including its review of supporting documentation.

The meeting closed at 6.55p.m.

Kendal Town Council

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



Minutes of a meeting of the Environment Committee held on Monday, 15 May 2024, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr G Archibald (Vice-Chair)	Present	Cllr S Blunden	Present
Cllr D Brown	Present	Cllr J Cornthwaite	Present
Cllr M Helme	Apologies	Cllr E Hennessy (Chair)	Present
Cllr S Long	Present	Cllr C Russell	Present
Cllr K Simpson	Present		

In attendance: Town Clerk (Chris Bagshaw) and Anne-Marie Sanderson (Projects Officer) and one member of the public.

E1/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllr M Helme

E2/2024 Declarations of Interest

No declarations of interest were raised under this item.

E3/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E4/2024 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 11 March 2024 and to authorise the Chair to sign them as a true record.

E5/2024 Minute Action Sheet

The minute action sheet was not included in this meeting's agenda due to all items appearing within the following item.

E6/2024 Project Update Report

The Committee was presented with a report including an update of ongoing projects. Progress at the Eddington, the new climate hub and home of Waste into Wellbeing at the former URC on Highgate, was highlighted and welcomed by councillors. Councillors expressed an interest in visiting the site prior to its official opening, which was planned to take place in the coming weeks.

A councillor enquired on progress relating to the water fountain project; this was now being considered by W&FC officers as part of the wider Heart of Kendal Levelling Up Funding projects.

Attention was drawn to the need to promote the Committee's Biodiversity Grants.

In response to a query, the Town Clerk informed the Committee that installation of bus stop seating at Windermere Road was pending completion of the Council's new Bus Shelter Policy which would soon be forthcoming.

Relating to 20mph, the Chair drew the Committee's attention to the first round of implementation, which would encompass Oxenholme. Further information was required, and it was:

Resolved: That the Town Clerk would approach W&FC officers to understand costs and timescales and report back to the committee.

The Vice Chair spoke of the aspiration to clean up Bowling Fell, while enhancing its biodiversity. Clarity was sought regarding the extent of currently planned works and whether this would include improving access to the top of the Motte.

Resolved: That the Projects Officer circulates the initial project brief for Bowling Fell to the Committee.

Progress to the Pumptrack project was welcomed by Councillors. The Town Clerk spoke of positive working relationships with W&FC Councillors and Officers in relation to this project and to footpath work, especially regarding the path from Shap Road to Beezon Fields and the footpath at Scroggs Wood.

E7/2024 Environment Budget 2023/24

The Town Clerk presented a report on the Environment Budget 2023/24. The issue of lack of transparency in bin charges served by W&FC was raised.

Resolved: To make a request to W&FC's Portfolio holder for Waste for a unified policy and equitable payment scheme to be implemented.

The Town Clerk reminded Councillors that lighting charges had not been made by W&FC. A councillor noted that the word "green" remained on several budget headings.

Resolved: To update budget headings accordingly.

In response to a query regarding the Birdcage, Councillor Long explained a long-term horizon project was being considered by W&FC and that a short-term repair project was due in the meantime. Cllr Russell expressed a desire to involve the Civic Society in the design process. Cllr Long informed the committee that the Town Team is engaging with the Civic Society to ensure continuity of design through the town centre. The Chair emphasised that the Birdcage is one of the Committee's priorities, and requested that officers write to Angela Jones to request the design and that of the market square, and to request that repairs to the Birdcage are carried out as soon as possible.

Resolved: To note the report and to write to Angela Jones to request the design and that of the market square, and to request that repairs to the Birdcage are carried out as soon as possible.

E8/2024 Heron Hill Lighting

The Committee considered a report on footway lighting in Heron Hill open space. It was reported that this item had been considered by the Committee prior to local government reorganisation, and that at that time support had been requested from SLDC and CCC. The safety concerns posed to footpath users by the lack of lighting in this area had not yet been resolved and it was proposed to approach W&F Council to implement a lighting scheme using CIL funds. Emphasis was placed on the need for any new lighting to be dark sky compliant and to be of a colour spectrum safe for insects, as per KTC's Biodiversity Policy and in alignment with recommendations arising from the Climate Change Citizens' Jury. Also noted were the efforts of Natural Kendal in this regard.

Resolved: To approach W&FC's Portfolio Holder for lighting and relevant officers to implement a lighting scheme using W&FC's Community Infrastructure Levy funds.

E9/2024 Collinfield/Vicarage Drive Open Spaces

Consideration was given as to whether there were actions that the Town Council could take to encourage and coordinate efforts to improve drainage, sustainable planting and access in the open spaces of the town's western heights, to the south of Kirkbarrow.

With the housing developments taking shape on the land south of Brigsteer Road, there was considerable additional pressure on the downslope open spaces, both in terms of use and drainage. There was an opportunity to coordinate with the Planning Authority, the use of Community Infrastructure Levy funding to protect and enhance the remaining open spaces. The Committee's views were sought on how this might be taken forward.

Cllr Simpson pointed out the desirability of natural flood management rather than hard engineering. The importance of approaching this area as part of wider efforts around water management and footpaths was raised, and attention drawn to the Natural Kendal Conference which would be discussing some aspects of this. Cllr Cornthwaite expressed a preference to utilise an existing culvert in the area. It was suggested that additional planting further up the hill would provide benefits.

The Chair suggested undertaking a site visit of Councillors together with W&FC officers. The Vice Chair informed the committee that W&FC had funding available for natural flood management projects within Cumbria. It was also suggested that a 'Friends of' group be established to aid the safeguarding of the park's future. The Town Clerk emphasised the importance of naming green spaces.

Resolved: To organise a site visit with Cllrs and W&F officers.

E10/2024 Footpath Priorities in Kendal

The Committee was provided with a brief verbal report on current footpath improvement initiatives across Kendal. It was pointed out that there was a range of footpath improvement activity taking place across the town, from a variety of initiatives. The Committee's views are sought on prioritising the Town Council's input on these over the next 12 months. The Vice-Chair referred to the footpath audit already undertaken by Officers and requested that this be reviewed internally. Cllr Cornthwaite made a query relating to footpath progress at Vicarage Park School. It was reported that works to this path had been delayed by wet weather and the path was now due to be completed during May half term. Clarity was sought regarding funding for future footpath work at Mintsfeet; the Town Clerk advised that a request from Westmorland and Furness Council would be forthcoming in due course, relating to the path between Beeson Field and Mintsfeet, which W&FC were looking to complete. The possibility

of seeking funding from National Highways M6 Lune Gorge Social Value projects was raised by the Chair for further consideration.

Resolved: To conduct an internal review of footpath priorities to be brought by officers to a future meeting of the committee.

E111/2024 Items for Press Coverage and the Newsletter

Consideration was given to which items from the meeting should be the subject of items for inclusion in the Newsletter or for press coverage this week.

Resolved: To publicise the following:

- 1) Footpath work at Vicarage Park
- 2) Details of work to be carried out at Bowling Fell
- 3) Promotion of KTC's Biodiversity Grands

The meeting closed at 8.42 p.m.

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 20 May 2024, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr E Hennessy	Apologies
Cllr S Coleman (Chair)	Apologies	Cllr H Ladhams	Present
Cllr J Cornthwaite	Present	Cllr S Long	Apologies
Cllr J Dunlop (Vice-Chair)	Apologies	Cllr D Rathbone	Present
Cllr A Finch	Apologies	Cllr C Russell	Present

Also present: Cllr L Hendry

Officers in attendance: Chris Bagshaw (Town Clerk).

M1/2024 Election of a Chair

In the absence of the Chair and Vice Chair, Cllr Rathbone was elected to the Chair for the duration of the meeting.

Resolved: That Cllr Rathbone assume the chair for the duration of the meeting.

M2/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Coleman, Dunlop, Finch, Hennessy and Long.

M3/2024 Declarations of Interest

No declarations of interest were raised under this item.

M4/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Resolved: Prior to consideration, to vote on moving into Part Two for consideration of Agenda Items Nos.12 (Property and Office Accommodation) and 13 (Employment and Staffing Matters).

M5/2024 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 4 March 2024 and to authorise the Chairman to sign them as a true record.

M6/2024 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Noting the Council had committed to improving the website, a query was raised about a complaint from a resident at the last Full Council meeting that the website didn't include a copy of the agenda for the meeting until the Friday before the meeting. The Clerk explained that he had corrected this technical breach of the Transparency Code immediately, and noted that the other

elements of the meeting were lawful in the scope of the Local Government Act 1972 – councillor notice, public notice etc. Following the complaint, the Clerk had checked with both CALC and NALC that his legal position was correct. They had concurred that it was and the member of the public had been reassured. The issue highlighted the need to ensure that maintenance of the Website was a part of the Council's resilience strategy. It was suggested that the issue also highlighted concerns about the visibility of the office and the Clerk suggested this be considered under the accommodation item later.

It was suggested item 53 be removed from the list and that the Audit Committee be reminded to consider an item on Civility and Respect Self Audit at their next meeting, as this was an outstanding action.

Resolved: To note the report.

M7/2024 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in. On the issue of the market, it was noted that the Town Team had been working on this but the report to W&FC by The Assembly Line consultants had not yet been published, so was unavailable to be shared with a wider reference group. It was suggested that once the report was published, a wider group of interested councillors, or the Culture & Communities Committee be encouraged to consider its proposals.

It was noted that the recent visit from twin-town friends from Rinteln had highlighted the absence in town of a central tourist information point. The W&FC Reception area was not available at peak times and there were currently few other places to acquire tourist information. The library was suggested, and the BID's programme with new interactive tourist information pillars was mentioned. It was suggested that all this debate should take place in the Culture & Communities Committee, who included Tourist Information and the visitor economy in their terms of reference.

It was suggested that the format of this agenda item could be improved by placing the actions under their respective plan headings, so that they could be more easily assessed for relevance and performance. This suggestion was passed back to the Chair and Vice Chair for a decision. Cllr Russell offered to assist in this.

Resolved: To note the report.

M8/2024 Budget 2024-25

The Town Clerk presented a report detailing expenditure against budget in the current year. Noting that it represented only a single month's expenditure, and explaining that the report had been distributed late, because it had to wait until the month had been closed down on the Rialtas system, he drew the Committee's attention to a couple of notable items. The Precept had been paid in by the Collecting Authority in its entirety. In previous years this has been paid in two instalments. The result was a very high cash balance in the Council's accounts, which the Finance Officer was considering how to ensure that the interest return was maximised. Secondly the money allocated to a reserve fund over four years to contribute £150,000 towards the installation of glass panels instead of concrete walls along some of the most prominent sections of the new flood defences had reached its target. The Town Council was now awaiting an invoice from Westmorland and Furness Council to draw down the funds.

An ear-marked reserve called 'Connectivity' it was noted, really belonged to a previous finance scheme, and should be drawn down by the Environment Committee to contribute to existing works on the River Corridor.

Resolved: To note the report.

M9/2024 Safeguarding Policy

The Committee gave consideration to a report on the Council's Safeguarding Policy with a view to recommending it to Council for adoption. The Clerk gave some context as a condition of funding from Cumbria Community Foundation. It was suggested that the Council subscribe to the 'Purple Book' as a base point of reference. The Clerk explained that the Council needed to improve its training and resilience in this sphere and that the policy was the first step towards that.

Resolved: To accept the report and commend the policy to the Council.

M10/2024 Community Infrastructure Levy

The Committee considered a report on the current allocation of the Community Infrastructure Levy, recent payments, and a recent request that it is used to fund footpath survey work by the railway viaduct at Beezon Fields. It was noted that this was a part of an emerging scheme, to be mostly funded by Westmorland and Furness Council, to deliver the long talked about connectivity corridor along the river.

Resolved: To allocate £15,000 from the CIL towards survey work around the gap between Beezon Fields and Mintsfeet riverside.

M11/2024 Carbon Literacy Training

The Committee was asked to consider a proposal for Carbon Literacy Training for councillors and staff. Cllr Hendry had initiated the proposal, explaining that it represented a significant step forward from the position of declaring a climate emergency. There was debate about the cost-effectiveness of the training, its application to staff or elected members and how it could contribute to the Council's understanding of the issues. It was noted that the proposal as it was presented would exceed the current budget allocation for training across the whole council.

Resolved: To ensure that new staff and those existing staff members who have not yet attended training on Climate Literacy, be encouraged to take the courses this financial year, and that the issue of training for members be reviewed in the autumn when budget-setting for 2025-26 was being considered.

M12/2024 Newsletter and Publicity

The Committee considered which items would be included in a press release and items for the next edition of the Council's Newsletter.

Resolved: The newsletter could include the new Mayor, 20mph in Oxenholme, the developments on the river corridor, diary dates and festivals, Rinteln news and the Flood scheme.

Part Two

Members voted to exclude the Press and Public for the following two items of business, due to the confidential nature of the discussion. Cllr Hendry left the meeting.

A Fuller version of the minute recording the Confidential business considered is on file.

M13/2024 Property and Office Accommodation

The Committee discussed a matter relating to property and accommodation.

Resolved: To note the report, and to encourage the Clerk to escalate inquiries as appropriate to get a response.

M14/2024 Employment and Staffing Matters

(a) The Town Clerk reported verbally on progress in recruiting a new Deputy Town Clerk and other posts. A new Admin Officer had been appointed and would be starting work in early June. Initially they would be line managed by the Council Services Officer. A Development and Delivery Manager (Deputy Town Clerk) had also been appointed and she would begin work in the summer., once she had completed her notice period.

Resolved: To note the verbal update.

(b) The Committee considered two matters relating to Staffing and Staff Welfare.

The Chair reminded all chairs that Committee members should be mindful of their roles and responsibilities, and that respect and civility should be a cornerstone of the Council's culture. Committee chairs should reinforce the point that their respective committees have Terms of Reference agreed by the Council in May. Any activity beyond these Terms of Reference is outside the powers delegated by the Council to the Committee, and should be ruled out of order by the Chair.

Resolved: To note the verbal update.

The meeting closed at 9.42 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 Tuesday, 7 May 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	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	Apologies
Cllr A Finch	Present		

In Attendance: Chris Bagshaw (Town Clerk).

P186/2023 Apologies

Resolved: To receive and accept apologies for absence from Cllrs R Edwards and G Supka.

P187/2023 Declarations of Interest

Cllr Edwards drew the Committee's attention to potential conflicts of interest with items 8.1) – her daughter attends the school; and item 8.3) and 8.4) – Greggs donates food to a charity for which she volunteers. Cllr Edwards left the room and took no part in the meeting when these items were considered.

P188/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P189/2023 Minutes of the Previous Meeting

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

P190/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Follow ups were requested on the two shop fronts – in Finkle St and Kirkland – which the Committee believed may have breached the rules for Conservation Area consent and were not within the guidelines of the South Lakeland shopfront design toolkit.

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

Resolved: To raise again the issue of the two shopfronts with the Planning Authority.

P191/2023 Planning Process and Issues

A query was raised about the local policy relating to the development of fast food outlets in

the vicinity of schools.

Resolved: To raise a query with local Planning Policy officers about the current and future policies in this regard.

P192/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that although there had been no formal meeting of the Working Group, a number of meetings had been held between elected members and officers at the Environment Agency with a view to resolving the queries relating to the flood wall at New Road. The Chair thanked Cllrs Cornthwaite and Ladhams for the continuing engagement on this matter, which was clearly one of considerable public interest.

Resolved: To note the verbal update.

P193/2023 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 18.59 p.m.

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

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/0636/FPA	Queen Katherine School, Appleby Road Variation of Condition 2 (approved plans) attached to planning permission SL/2021/0495 (Extension of Sandgate SEN school comprising of new educational classrooms, multi-purpose hall with pupil facilities, teaching facilities and external works)	Mintsfeet	14 May	No material objections
2	2024/0634/FPA	60 Low Fellside Replacement of conservatory with new garden room, replacement roof covering and dormers to rear, and replacement windows and door	Fellside	14 May	No material objections , subject to the conditions that the Conservation Officer is satisfied that it does not compromise the visual amenity of the Conservation Area and that there is a consideration of appropriate biodiversity net gain.
3	2024/0671/ADV	Unit 1A Queen Katherine's Avenue Advertisement consent of the installation of 2 illuminated fascia signs and 2 illuminated projecting signs	Mintsfeet	21 May	No material objections , subject to the conditions that any illuminated signage is only lit during opening times plus 30 mins either side.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2024/0677/FPA	Unit 1A Queen Katherines Avenue Planning Permission for new signage, shopfronts, air conditioning condenser units and extract grilles	Mintsfeet	21 May	No material objections subject to the conditions that the relevant Environmental Health standards are applied; and that the developer/business makes a contribution to, or employs their own litter collection service within 400m of the site.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 20 May 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	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	Apologies
Cllr A Finch	Apologies		

In Attendance: Chris Bagshaw (Town Clerk).

P1/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs R Edwards, A Finch, D Miles and G Supka.

P2/2024 Declarations of Interest

No declarations of interest were raised under this item.

P3/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P4/2024 Minutes of the Previous Meeting

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

P5/2024 Minute Action Sheet

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

On the issue of unlawful development of a shop front in the Conservation Area, the Clerk reported that nothing further had been heard from the Planning Authority.

On the issue of the New Road bore hole data from the Environment Agency, no further information had been received.

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

Resolved: To follow up the issue of unlawful shop front developments with the Planning Authority.

Resolved: To follow up queries with EA and include the chair of W&FC Locality Board in any correspondence.

P6/2024 Planning Process and Issues

The Clerk reported that he had held a meeting with Dan Hudson, Interim Senior Manager in Planning Policy at Westmorland & Furness Council. He had outlined the current position of the Local Plan, which will now have to integrate all three former districts in W&F. He is expecting the first round of consultation to commence this coming summer, and would be very grateful for the Town Council's input. The Chair reminded the Committee of the Town Council's current position on the development of a Neighbourhood Plan (NP) in Kendal, to better express the Council's aims and the community's wishes, however a pragmatic approach was still appropriate, as the NP process was both time consuming and potentially inadequate, given that it must be in accordance with the Local Plan. It was the general consensus amongst those who had been through the process that influencing the Local Plan from the outset was likely to bear more lasting and less time-consuming results. However he reiterated that the Town Council should keep the matter on the table, to act as a fallback position.

The Clerk reported that the Planning Authority had confirmed that presently they had no plans to alter the boundary of the Conservation Area, but if a case was developed to do this, they would review it.

Dan Hudson had made a query about the relationship with Kendal Futures, which the Town Clerk had explained as being one of a partnership in an ideas forum. The Town Council's role was statutory and distinct.

Resolved: To note the verbal update.

P7/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that the group had not met since the last meeting, but there had been considerable activity around the application for an amendment to the plans for New Road, which had recently come before the Planning Authority. Cllr Ladhams reported that she had been present at a meeting with Richard Knight from the EA and a number of others at which a range of options were looked at for New Road. The Planning Committee at W&FC had deferred the EA's application to seek further information from the EA on the extent of their liaison with KTC over the different options. The EA were reported to be quoting an additional two years on the timetable and an additional £8-9 million to develop a riverside wall. There was also some discussion concerning scheduling a roadside wall/glass wall with current Local Cycling and Walking Infrastructure Plan (LCWIP) related development of the river corridor cycling route, and suggestions that gate opening times might be available for long periods over the summer months.

Cllr Cornthwaite concluded that he would like to convene a meeting of the Working Group's non-EA members to establish a consensus position on how best to proceed, and would seek dates for this in the coming weeks.

Resolved: To note the verbal update.

P8/2024 Planning Application Consultation 2024/0587/LBC Mint House Shap Road Kendal LA9 6NY

Resolved: To note that this application was considered under delegated powers to the Clerk, in consultation with the Chair and Vice-Chair of the Planning Committee, the response having been that the Council had no material objections, in line with the Conservation Officer's considered response.

P9/2024 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 7.30 p.m.

Kendal Town Council
 Responses from Planning Committee: 20 May 2024
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/0661/PAC OU	36 Finkle Street Kendal LA9 4AB Application to determine if prior approval is required under Schedule 2, Part 3, Class MA for a proposed change of use of upper floors to 2 dwellinghouses (Use Class C3)	Fell	28 May	No material objections , though the Committee did suggest that the development may benefit from local occupancy clauses, and would need to comply with design minima for living space.
2	2024/0679/FPA	Friends Meeting House Stramongate Kendal LA9 4BH Installation of Air-Source Heat Pump unit to exterior of Curtilage Building in the grounds of the Grade II* Listed Friend Meeting House	Fell	29 May	No material objections subject to the Conservation Officer being content that the development does not compromise the visual amenity of the Conservation Area.
3	2024/0680/LBC	Friends Meeting House Stramongate Kendal LA9 4BH Installation of Air-Source Heat Pump unit to exterior of Curtilage Building in the grounds of the Grade II* Listed Friend Meeting House.	Fell	29 May	No material objections subject to the Conservation Officer being content that the development does not compromise the visual amenity of the Conservation Area.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2024/0700/FPA	65 Paddock Drive Kendal LA9 5FJ To reduce the cill of the window to the rear of the property to create an accessible door into the garden with a metal portable ramped access to the garden	Stonecross	29 May	No material objections , providing the neighbours do not feel there are material concerns.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
5	2024/0681/RMA	<p>1.1 acre plot Moraine Business Park Land North of Meadowbank Business Park Kendal LA9 6NY</p> <p>Application for Approval of Reserved Matters for a vehicle workshop with MOT bay and associated works following Outline Approval SL/2019/0743 (Hybrid application: 1. Full Application for motor dealership (sui generis) including workshops, access roundabout, spine road and internal compartmentation area access junctions. 2. Outline Planning Application all matters reserved, apart from access, for employment business park (indicatively B1/B2 6400m2 & B8 2500m2) MAJOR)</p>	Mintsfeet	30 May	<p>Recommend refusal.</p> <p>The Committee were disappointed to note that no mention had been made of a sequential test for the development. The boundary treatments were unimaginative at best, and could be served by thorn hedges in many areas. No provision appeared to be made for electric vehicles. The Council has already expressed its dissatisfaction with the layout of the estate making no reference to the entrance to the town. Any lighting should be dark skies, insect and biodiversity friendly in the colour, intensity and frequency. Lighting up times should be restricted (30 mins either side of opening hours) as well as appropriate dimming of the LEDs for such a sensitive edge of town location. Inadequate provision is made for biodiversity net gain, and no mention is made of the necessary relocation of community assets, including those installed by Kendal Town Council at the entrance to the new estate.</p> <p>Cllr Rathbone took no part in this item.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	2024/0410/ADV	113 Stricklandgate Kendal LA9 4RF Advertisement consent for the installation of 4 illuminated fascias	Fell	30 May	No material objections , subject to the Conservation Officer being satisfied that it does not compromise the visual amenity of the Conservation area. Lighting should be restricted to 30 mins either side of opening hours, comply with dark skies policy and be insect and biodiversity friendly in the intensity, colour and frequency.
7	2024/0741/FPA	41 Captain French Lane Kendal LA9 4HP Replacement of 2 doors and 6 windows with brown (rosewood) UPVC	Highgate	30 May	No material objections , subject to the Conservation Officer being satisfied that it does not compromise the visual amenity of the Conservation area.
8	2024/0743/FPA	43 Captain French Lane Kendal LA9 4HP Replacement of 1 door and 8 windows with brown (rosewood) UPVC	Highgate	30 May	No material objections , subject to the Conservation Officer being satisfied that it does not compromise the visual amenity of the Conservation area.
9	2024/0629/FPA	3 Fir Tree Rise Kendal LA9 5FA Creation of level parking area for wheelchair access	Strickland	3 June	No material objections but the development should be subject to a basic level of net biodiversity gain.

Kendal Town Council
Full Council – 3 June 2024
Reports from Representatives on Outside Bodies

Lancaster Canal Regeneration Partnership

Report on committee meeting held on April 29th (rescheduled because of Easter holidays)

Key points

- **Towpath Improvement Group**

350 metres of the section near Farleton have been removed from the C&RT schedule due to land ownership and legal complexities and will be delivered by W&F Council; 600 metres from Farleton to the dead end where M6 crosses the canal has also been omitted (diversion to be created). Money thus freed up will enable the improvement to extend to Bridge 151- but not all through Holme. It is proposed to seek small amount of extra money so this can be achieved. Holme community has been very supportive and to fail to do this would risk reputational damage. Due to the complexity of the job work will not start until after tenders have been returned by mid-June. July, August, September and October are key delivery months. All potential contractors are aware of the very tight deadline for completion. (December 2024). The impact of government cuts on C&RT was discussed vis-a-vis litter: C&CT nationally will be unable to afford to maintain litter bins & clearance in future. Various ideas were discussed, centring on the adoption of sections of the canal by volunteers and will be pursued at greater length next time. Currently there is a serious issue of illegal horse-riding along the towpath. Signs forbidding this are currently being removed/stolen. C&RT does not have funds to replace them. Unless stopped, the new surface shortly to be laid will be carved up. Engaging with the riders and explaining its illegality -the towpath is *not* a bridleway- will be the first step. Ultimately, the police may have to be involved. The importance of involving Parish Councils in the whole towpath improvement project was stressed; NALC and CALC to be contacted.

- **Funding group**

An additional £60k SPF has been acquired to improve the Farleton stretch, and signage, plus £96k for the other section detailed above. An Expression of Interest has gone to the SPF Heritage Thrive Fund. This would: pay for making the gates between Kendal and Stainton accessible; promotion leaflets, website & socials; helping engage landowners to complement the IWA bridge initiative. It is hoped the latter will encourage positive engagement from the landowners/farmers who are yet to allow towpath upgrading on their land. Further sources of funding will be sought by the group, including National Highways, the Duchy of Lancaster, the Water Restoration Fund and KTC –the latter regarding the Burton Rd feasibility study, subject to LCWIP Kendal's engagement.

- **Promotion group**

Much progress has been made on the website with information on all aspects of participation along the canal ie walking, paddling, cycling, events, news, parking information, where to eat etc. Social media and a short film will highlight all the activities, eg Walk of the Week, Ride of the Week. Plans for the Canalathon (August 31st) are now well advanced. Up to 160 participants can be accommodated. Parking, toilets and cancellation insurance are all sorted. Recruitment of volunteers is ongoing for marshals etc. There will be a mural near Junction 34 on the M6.

- **Biodiversity group**

A very positive meeting took place with CWT on site. **NB** Subsequently, we have heard that CWT has chosen us as one of their pollinator project sites. The importance of biodiversity net gain was stressed and models of improving biodiversity should be explored. Engagement of volunteer groups can now take place.

Cllr Liz Hendry

4/5/24



Kendal
Town Council

Kendal Town Council

April 2024 - Payment Schedule

<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Details</u>
01/04/2024	Barclays Bank	£22.00	Bk Charges
02/04/2024	Carus Green Golf Ltd	£2,154.00	MOK Charity Dinner
03/04/2024	Toni Yates	£29.99	Allotments Repellent
03/04/2024	Tanks for Everthing	£205.14	Allotments Water Tank
03/04/2024	Siemens Financial Services Ltd	£374.40	Photocopy Lease
03/04/2024	Jack Palmer	£820.00	Dry Stone Walling
03/04/2024	National Association of Local	£360.00	Staff Recruitment Advert
03/04/2024	Lound Road Garage	£105.59	Van Fuel
03/04/2024	Kendal Office Equip Ltd	£160.87	Stationery
03/04/2024	iTek Computer Solutions Ltd	£403.21	April ITEK support
03/04/2024	Waterplus	£117.77	Allotment Water Bills April
09/04/2024	Oceans 12 Ltd	£58.60	Van MOT
09/04/2024	JT Atkinson & Sons Ltd	£76.22	Allotments Water Pipe
09/04/2024	JT Atkinson & Sons Ltd	£249.80	Allotments General Equip
09/04/2024	Anna Bailey	£1,800.00	Feb/March Visit Kendal Website
09/04/2024	Rialtas Business Solutions Ltd	£3,807.60	12 mths Rialtas Subscription
09/04/2024	Rialtas Business Solutions Ltd	£132.00	Allotment Subscription
09/04/2024	Carus Green Golf Ltd	£56.00	MOK Charity Dinner
11/04/2024	Adobe Systems Software	£60.68	ADOBE April 24
15/04/2024	Lakeland Gardens Ltd	£3,600.00	Strategy Report
15/04/2024	South Lakes Action on Climate	£4,000.00	Eddington Centre
15/04/2024	E-ON Next	£29.13	Garage Elec April
15/04/2024	Vanguarder Ltd	£9.60	April Van Tracking Fee
16/04/2024	NFP Workshop	£95.00	Course JH
16/04/2024	Sage Uk Ltd	£43.20	April Sage Support
19/04/2024	Salaries	£12,235.34	April NP
23/04/2024	Cumbria LG Pension	£4,119.17	April Pension
23/04/2024	HMRC	£2,872.85	HMRC April 24
22/04/2024	Westmorland Tree Care	£756.00	Tree Felling
22/04/2024	Henry Armer & Son	£750.00	New Mower
22/04/2024	JT Atkinson & Sons Ltd	£116.40	Allotments Black Roll
22/04/2024	H Wicks (Lindal) Ltd	£104.10	Allotments Waste
22/04/2024	H Wicks (Lindal) Ltd	£145.38	Allotments Waste
23/04/2024	Staff Reimb	£40.14	MOK Charity Exps
23/04/2024	Staff Reimb	£10.35	JH Mileage
24/04/2024	Amazon	£100.02	Ground Stakes
29/04/2024	Designworks	£672.00	Banner Design
TOTAL		£40,692.55	