

Cockermouth Town Council

8 May 2019

Dear Councillor,

You are summoned to the Annual Meeting of Cockermouth Town Council to be held in the Council Chamber, Town Hall, and Cockermouth on Wednesday **15 May 2019 at 7.00pm** for the purpose of the under-mentioned business.

The Mayor would like to invite councillors and their partners to stay behind after the meeting for a celebratory drink and nibbles. Please let the Town Clerk know if you are able to stay and join her.

Please let me know if you are unable to attend.

Yours faithfully,



Sheila Brown
Town Clerk

AGENDA

- 1. To elect the Town Mayor/Chairman for the ensuing year** – the successful nominee will sign their declaration of acceptance of office.
- 2. To elect the Deputy Town Mayor/Vice Chairman for the ensuing year** – the successful nominee will sign their declaration of acceptance of office.
- 3. Apologies for absence**
- 4. Declaration of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the adopted code of conduct.
- 5. General Power of Competence** – To confirm that Cockermouth Town Council still meets the criteria set out in the Localism Act 2011, Sections 1-8 (pages 1-4)
- 6. To authorise the Mayor to sign as a correct record the Minutes of the Meeting of the Cockermouth Town Council held in the Council**



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Cockermouth
Cumbria CA13 9NP

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Email:

cockermouthtowncouncil
@btconnect.com

Website:

www.cockermouth.org

Town Clerk
Sheila Brown



Joint Winners
Council of Europe Year 2000
Europe Prize

Previous Awards
Plaque of Honour, Flag of Honour
European Diploma



Twin Town
Marvejols, France



A Fairtrade Town

Chamber, Town Hall, Cockermouth on 17 April 2019 (pages 5-7)

- 7. To authorise the Mayor to sign as a correct record the Minutes of the Special Planning Meeting held in the Council Chamber, Town Hall, Cockermouth on 2 May 2019 (pages 8-9)**
- 8. Police Report** – To receive a report from our local community police officer
- 9. Public Participation**
 - a) To answer any questions from members of the public in accordance with the Summary of Public Rights (if any)
 - b) To receive a petition from members of the public in accordance with the Summary of Public Rights (if any)

10. Planning Matters

- a) **Planning Applications** – To make recommendations on planning applications received to date (see attached schedule) **(page 10)**
- b) **Tree Works** – Acknowledgement of receipt of our application for tree works **(page 10a)**
- c) **Tree Works** – To consider an application for tree works, St Helen's Dental Practice **(pages 11-16)**
- d) **Tree Works** – To consider an application for tree works, Cockermouth Mountain Rescue Team Base **(pages 17-26)**
- e) **Tree Works** – To consider an application for tree works, 11 Longcroft **(pages 27-33)**

10. Financial Matters

- a) To agree the attached schedule of payments **(pages 34-35)**
- b) To approve the internal auditors report for the year ending 31 March 2019 **(pages 36-38)**
- c) To note the contents of a report regarding Cockermouth Live! 2018 and agree to release the monies within budget for this year's Cockermouth Live **(pages 39-40)**
- d) To agree the internal audit plan for 2019/20 **(pages 41-42)**
- e) Audit Return for the year ended 31 March 2019 **(pages 43-49)**
- f) TES School Awards – To consider giving a grant to Fairfield School to allow staff to attend the TES School Awards in London **(pages 50-51)**

11. Schedule of correspondence, notices and publications

To receive a schedule of correspondence, notices and publications Received since the last meeting and not included on the agenda.

- (a) To note the contents of the Calc Newsletter **(pages 52-57)**
- (b) To comment upon the changes to rules around vehicle operating licensing systems **(pages 58-59)**

- (c) To comment upon proposals to complete the missing cycle path link between UU and The Laureates **(pages 60-61)**
- (d) To note the Nalc Legal Briefing L09-18 **(pages 62-67)**
- (e) To consider an application to display banners on our banner poles **(pages 68 – 69)**
- (f) Safe Places Scheme – To consider whether or not to allow the library to continue as part of this scheme **(pages 70-71)**
- (g) **Eat, Drink and Engage** – To consider taking part in this event **(page 72)**

12. Clerks Report – To consider the content of the Clerks report **(pages 73-74)**

Draft Order laid before Parliament under section 235(6) of the Localism Act 2011, for approval by resolution of each House of Parliament.

DRAFT STATUTORY INSTRUMENTS

2012 No.

LOCAL GOVERNMENT, ENGLAND

**The Parish Councils (General Power of Competence)
(Prescribed Conditions) Order 2012**

Made - - - -

Coming into force in accordance with article 1(1)

The Secretary of State makes the following Order in exercise of the powers conferred by sections 8(2) and 235(2) of the Localism Act 2011(a).

A draft of this Order has been approved by a resolution of each House of Parliament in accordance with section 235(6) of that Act.

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and comes into force on the day after the day on which it is made.

(2) In this Order—

“annual meeting” means a meeting of a parish council held in pursuance of paragraph 7(1) of Schedule 12 to the Local Government Act 1972;

“relevant annual meeting” means an annual meeting that takes place in a year of ordinary elections of parish councillors(b).

Prescribed conditions

2. The conditions prescribed for the purposes of section 8(2) of the Localism Act 2011 are those specified in the Schedule to this Order.

Transitional provision

3.—(1) This article applies to a parish council in the circumstances described in paragraph (2).

(2) The circumstances are that—

(a) the parish council has passed a resolution under paragraph 1 of the Schedule; and

(a) 2011 c.20.

(b) For year of ordinary elections, see section 16 of the Local Government Act 1972.

- (b) at the next relevant annual meeting to be held after the meeting at which that resolution is passed, the parish council does not pass another resolution under that paragraph.
- (3) The council shall continue to be an eligible parish council for the purpose of completing any activity—
 - (a) undertaken in the exercise of the general power, but
 - (b) not completed before the day of the meeting referred to in paragraph (2)(b).

Signed by authority of the Secretary of State for Communities and Local Government

Name
Parliamentary Under Secretary of State
Department for Communities and Local Government

Date

SCHEDULE

Conditions of eligibility

Article 2

1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the conditions in paragraph 2 below.

2.—(1) At the time a resolution under paragraph 1 is passed —

- (a) the number of members of the council that have been declared to be elected^(a), whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- (b) the clerk to the parish council holds—
 - (i) the Certificate in Local Council Administration;
 - (ii) the Certificate of Higher Education in Local Policy;
 - (iii) the Certificate of Higher Education in Local Council Administration; or
 - (iv) the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and
- (c) the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph (b).

(2) For the purposes of this paragraph “relevant training” means training—

- (a) in the exercise of the general power;
- (b) provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.

(a) In relation to declaring a person to be elected, see the Local Elections (Parishes and Communities) (England and Wales) Rules 2006 (S.I. 2006/3305), in particular, rules 14 and 50 of the Rules for Conduct of an Election of a Parish or community where the Poll is not taken together with Poll at another Election, and rules 14 and 50 of the Rules for Conduct of and Election of Councillors for a Parish or Community where the Poll is taken together with Poll at a relevant Election or Referendum.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order prescribes the conditions to be met by a parish council in order for it to be an eligible parish council for the purposes of section 8(2) of the Localism Act 2011 (“2011 Act”). An eligible parish council is a local authority for the purposes of Chapter 1 of Part 1 of the 2011 Act and so has a general power of competence in accordance with section 1 of that Act.

The conditions are prescribed in the Schedule to the Order and relate to—

- the council resolving that it meets the other conditions of eligibility;
- the proportion of councillors that are members of the council as a result of having been declared elected following an election, as opposed to being co-opted or appointed;
- the qualifications of the clerk to the parish council.

The conditions in paragraph 2 of the Schedule must be met at the time the resolution in paragraph 1 of the Schedule is passed. If the conditions cease to be met after this time, the council will continue to be eligible until the next relevant annual meeting.

The national training strategy is published by NTS, a partnership of stakeholders led by the National Association of Parish Councils, and may be obtained from the association website at www.nalc.gov.uk.

Article 3 sets out the transitional arrangements which apply where a council ceases to be an eligible parish council (that is, where it does not pass a resolution at the next relevant annual meeting).

A full impact assessment has not been produced for these Regulations as no impact on the private or voluntary sectors is foreseen.

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Draft Order laid before Parliament under section 235(6) of the Localism Act 2011, for approval by resolution of each House of Parliament.

DRAFT STATUTORY INSTRUMENTS

2012 No.

LOCAL GOVERNMENT, ENGLAND

**The Parish Councils (General Power of Competence)
(Prescribed Conditions) Order 2012**

£4.00

E2484 02/2012 122484T 19585

ISBN 978-0-11-151986-8



Minutes of a meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 17 April 2019 at 7.00pm

Members

D Malloy (Mayor)

I Burns
A Kennon
S Nicholson
A Smith

R Hanson
E Nicholson
K Scales

Apologies: J Laidlow, L Davies & A Tyson

Also Present: 2 members of the public, a police representative & a press representative were also present.

202 To authorise the Mayor to sign as a correct record the minutes of the last Meeting held on 20 March 2019.

Resolved – That the minutes of the last meeting held on 20 March 2019 be signed as a correct record.

203 To authorise the Mayor to sign as a correct record the minutes of the last Special Planning Meeting held on 4 April 2019.

Resolved – That the minutes of the last Special Planning meeting held on 4 April 2019 be signed as a correct record.

204 Declaration of Interest

Councillor A Smith declared a personal interest in any item on the agenda relating to Allerdale Borough Council due to be their Leader.

205 Mayors Announcements

The Mayor had attended the following engagements since his last report: -

- Cocktails at the Castle
- Daffodil Day
- Mayor's Charity Golf Competition

206 Police Report

The report was circulated prior to the meeting.

The Police had visited local schools to speak to Head Teachers regarding disturbances at Bellbrigg Play Park.

Thefts had reduced however the Police remained vigilant, they were still undertaking shop patrols and encouraging the reporting of all thefts whatever their monetary value.

207 Public Participation

There was none.

208a Planning Applications

FUL/2019/0031

Extension to 4 no. first floor apartments and other external alterations to the building.

Former Fire Head Quarters, Station Road

Recommended – Approval

FUL/2019/0085

Erection of a detached mobility scooter store

Former Cottage Hospital, Isel Road

Recommended - Approval

208b Tree Preservation Order No.6 of 2019

Agreed – That the contents of TPO No. 6 2019 be noted.

209a Schedule of Payments

Resolved – That the schedule of payments in the sum of £39,129.79 be formally approved for payment.

209b Europe Prize Scholarship Fund

Resolved – That £500 be given to this worthwhile fund.

209c Financial Budget Comparison

Agreed – That the contents of the financial budget comparison between 1 April 2018 and 31 March 2019 be noted.

209d Accounts for the Year Ended 31 March 2019

Resolved – That the accounts for the year ended 31 March be approved.

210 Correspondence

210a Call for Rural Strategy

On 1st March 2019, the Rural Services Network launched a campaign calling on the Government to develop a Rural Strategy.

The Network were asking all parish councils in rural areas to support their campaign.

Councillor Hanson requested that the Strategy included reference to the Kirkup Review.

Resolved – That Cockermouth Town Council signs up to support the campaign.

Recommended – That the Rural Strategy includes reference to the Kirkup Review.

211b Calc Newsletter

Agreed – That the contents of the March Calc newsletter be noted.

212 Clerks Report

Resolved – That the content of the Clerk's report be noted.

The meeting closed at 7.27 pm

Minutes of a special planning meeting of Cockermouth Town Council held in the Upstairs Council Chamber, Town Hall, Cockermouth on Thursday 2 May 2019 at 7.00pm

Members

D Malloy (Mayor)

I Burns
E Nicholson
A Smith

A Kennon
K Scales
A Tyson

Apologies: R Hanson, S Nicholson, J Laidlow & L Davies

213 Declaration of Interest

None

214 Public Participation

There was none.

215 Planning Applications

The following planning applications were considered at the meeting:-

HOU/2019/0065

Demolition of single storey garage/utility area and conservatory. Rebuild single storey dining room at rear and two storey extension to house garage, utility, shower room, bedroom with en-suite and study.

31 Oaktree Crescent

Recommended – Approval

HOU/2019/0068

Removal of existing conservatory and construction of new rear extension and alterations to the front porch.

31 Beech Lane

Recommended – Approval

HOU/2019/0073

Two storey side extension

16 Mosser Avenue

Recommended – Approval

FUL/2019/0103

Conversion of public house to B1 offices at rear of premises and first floor to 3 residential units, renovation of external storage building and parking for the development.

Kingfisher Inn, Crown Street

Recommended - approval

LBC/2019/0011

Listed building consent to convert the church rooms building into a guest house

All Saints Church Rooms, Kirkgate

Recommended – refusal due to overdevelopment of the site, insufficient car parking, poor access, pedestrian safety, access narrow and not suitable for larger service vehicles.

The meeting closed at 7.27 pm

Agenda Item

FUL/2019/0115

Five new detached dwellings and garage facilities utilising existing access on site with extant permission

Land on the North East side of Lorton Road

Recommended -

Our Ref: CAT/2019/0011

This matter is being dealt with by: Kerry McCartney

Direct Line: 01900 702743

Email: planning@allerdale.gov.uk



30/04/2019

Nicol Landscapes Ltd
Mr Andrew Nicol
Garden House Lattendales
Greystoke Berrier Road
Penrith
Cumbria
CA11 0UE

Dear Mr Andrew Nicol

Application under Section 211 of the Town and Country Planning Act 1990 to carry out works to a tree in Cockermouth Conservation Area - Memorial Gardens Wakefield Road Cockermouth

I acknowledge receipt of your notice received 29/04/2019 concerning your proposal to carry out the following tree work:

Prune T1 – T4, T7, T8 & T10

Prune T9

Prune T11

Fell T5, T6, T12, T13, T16, T17

As part of the procedure for determining this type of application an officer is likely to visit the site to assess your proposal.

The Council has 6 weeks from the date of your notice to consider making a Tree Preservation Order in respect of the tree or to approve the proposed works. If by 10/06/2019 you have not heard from us, you then have 2 years in which to proceed with the work specified in your notice unless a Tree Preservation Order is served on the tree(s) before work commences.

It is our policy to write to your Parish / Town Council asking for their comments concerning the notice, comments are to be returned within 21 days. Any comments we receive will be carefully considered prior to determining the notice.

If you require any further information regarding this matter, please contact Mrs K McCartney on 01900 702743.

Yours sincerely

K McCartney



Allerdale - a great place
to live, work and visit

10a

Allerdale Borough Council
Allerdale House
Workington
Cumbria CA14 3YJ
tel: 0303 123 1702
www.allerdale.gov.uk

Our Ref: CAT/2019/0010

This matter is being dealt with by: Mrs K McCartney

Direct Line: 01900 702743

Email: planning@allerdale.gov.uk



24/04/2019

Cockermouth Town Council
Town Hall
Cockermouth
Cumbria
CA13 9NP

Dear Sir/Madam

Notification on an application under Section 211 of the Town and County Planning Act 1990 to carry out works to trees in a Conservation Area

Applicant: Mrs M Bell
Proposal: Works to Yellow/green leylandis been there 30+ years walls in front of it is crumbling due to root invasion dangerous to anyone on adjacent stairs/on patio in front
Site: St Helens Dental Practice Market Place Cockermouth

I would be grateful if you could use the link below to view the above planning application. By inputting the above reference number it will display the application for you to view. Please indicate any observations the Parish/Town Council may have by e-mail to planning@allerdale.gov.uk or by separate letter.

In order to ensure that applications are dealt with as quickly as possible I would be grateful if you could reply by **15/05/2019**. Representations received after this date may be too late to influence the Local Planning Authority's decision on this application.

Could you please mark any correspondence for the attention of Kerry McCartney and could you please quote the reference number **CAT/2019/0010**.

Please note that all the information contained in this application can be viewed by the public and on our website
www.allerdale.gov.uk/planningapplicationsearch

Yours faithfully

K McCartney



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to live, work and visit

Allerdale Borough Council
Allerdale House
Workington
Cumbria CA14 3YJ
tel: 0303 123 1702
www.allerdale.gov.uk

Planning Department
Allerdale Borough Council
Allerdale House
Workington
CA14 3YJ
01900 702702



Application for tree works: works to trees subject to a tree preservation order (TPO)
and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

1. Applicant Name and Address

Title:	MRS	First name:	MEREDITH
Last name:	BELL		
Company (optional):	ST. HELENS DENTAL PRACTICE		
Unit:		House number:	
		House suffix:	
House name:			
Address 1:	MARKET PLACE		
Address 2:			
Address 3:			
Town:	COCKERMOUTH		
County:	CUMBRIA		
Country:			
Postcode:	CA13 9NQ		

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

4. Trees Ownership

Is the applicant the owner of the tree(s): ☒ Yes ☐ No
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	

Email address (optional):

5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? ☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area? ☐ Yes ☐ No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

Yew / Green ~~Worms~~ NEWLANDS BEEN THERE 30+ YEARS
WORK IN REVEAL OF IT IS CROWDING DUE TO ROOT INVASION
DANGEROUS TO ANYONE ON ADJACENT STAIRS / ON PATIO IN FRONT

7. Identification Of Tree(s) And Description Of Works continued ...

8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall: ☐ Yes ☐ No
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. ☐ Yes ☐ No
If YES, you are required to provide for:

Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)? ☐ Yes ☐ No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

9. Authority Employee / Member

With respect to the Authority, I am:

- (a) a member of staff (c) related to a member of staff
(b) an elected member (d) related to an elected member

Do any of these statements apply to you?

☒ Yes

☐ No

If Yes, please provide details of the name, relationship and role

Patrick O'Connell

10. Application For Tree Works - Checklist

Only one copy of the application form and additional information (Question 8) is required. Please use the guidance and this checklist to make sure that this form has been completed correctly and that all relevant information is submitted. Please note that failure to supply precise and detailed information may result in your application being rejected or delayed. You do not need to fill out this section, but it may help you to submit a valid form.

Sketch Plan

- A sketch plan showing the location of all trees (see Question 8)

☐

For all trees

(see Question 7)

- Clear identification of the trees concerned
- A full and clear specification of the works to be carried out

☐☐

For works to trees protected by a TPO

(see Question 7)

Have you:

- stated reasons for the proposed works?
- provided evidence in support of the stated reasons? in particular:
 - if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert
 - if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.
 - in respect of other structural damage - written technical evidence
- included all other information listed in Question 8?

☐☐☐☐☐

11. Declaration - Trees

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

21/04/2019

(This date must not be before the date of sending or hand-delivery of the form)

12. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

Electronic communication - If you submit this form by fax or e-mail the IPA may communicate with you in the same manner. (Please see guidance notes)

Our Ref: WTPO/2019/0010

This matter is being dealt with by: Kerry McCartney

Direct Line: 01900 702743

Email: planning@allerdale.gov.uk



24/04/2019

Cockermouth Town Council
Sheila Brown
Town Hall
Cockermouth
Cumbria
CA13 9NP

Dear Sir/Madam

Notification on works to Tree Preservation Order trees –

Applicant: Mr John Dempster
Cockermouth Mountain Rescue Team
Proposal: Works to various trees
Site: Cockermouth Rescue Team Base Station Road Cockermouth

I would be grateful if you could use the link below to view the above planning application. By inputting the above reference number it will display the application for you to view. Please indicate any observations the Parish/Town Council may have by e-mail to planning@allerdale.gov.uk or by separate letter.

In order to ensure that applications are dealt with as quickly as possible I would be grateful if you could reply within **21 days** of the date of this letter. Representations received after this date may be too late to influence the Local Planning Authority's decision on this application.

Could you please mark any correspondence for the attention of Kerry McCartney and could you please quote the reference number **WTPO/2019/0010**.

Please note that all the information contained in this application can be viewed by the public and on our website
www.allerdale.gov.uk/planningapplicationsearch

Yours faithfully

K McCartney

Kerry McCartney



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Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Trees Location

Number	<input type="text"/>
Suffix	<input type="text"/>
Property name	<input type="text" value="Cockermouth Mountain Rescue Team Base"/>
Address line 1	<input type="text" value="Station Road"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Cockermouth"/>
Postcode	<input type="text" value="CA13 9PR"/>

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Easting (x)	<input type="text" value="311948"/>
Northing (y)	<input type="text" value="530346"/>

Description

The trees are located in the grounds of the Mountain Rescue Team Base and are subject to a group TPO.

The site is accessed by the Mountain Rescue Team, visitors and members of the public.

2. Applicant Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="John"/>
Surname	<input type="text" value="Dempster"/>
Company name	<input type="text" value="Cockermouth Mountain Rescue Team"/>
Address line 1	<input type="text" value="Cockermouth Mountain Rescue Team"/>
Address line 2	<input type="text" value="Station Road"/>

2. Applicant Details

Address line 3	
Town/city	Cockermouth
Country	
Postcode	CA13 9PR
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

3. Agent Details

Title	Mr
First name	Tom
Surname	Dutson
Company name	Heartwood Enterprises
Address line 1	Rosgill Hall
Address line 2	Rosgill
Address line 3	
Town/city	PENRITH
Country	United Kingdom
Postcode	CA10 2QX
Primary number	07769676536
Secondary number	
Fax number	
Email	tomdutson@gmail.com

4. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area?

☐ Yes ☒ No

5. Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see help for sketch plan requirements).

5. Identification of Tree(s) and Description of Works

Please provide the following information:

- Tree species
- The number used on the sketch plan; and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

Alder T053. In close proximity to wall adjacent to pedestrian pavement, fissures in mortar of wall indicating weakness. Large canker type growth at 1.5m to south. Major decay in cavity at 0.5 to south. Remove tree, fell to ground level, in order to protect wall and address public safety concern.

Sycamore T063. Small tree close to wall and street light, unbalanced crown form. Poorly occluded low pruning wounds. Propose remove tree, fell to ground level.

Sycamore T071. Multi-stemmed tree of poor form and overshadowed by pine. Fused cross-over branches from lower stems. Close to traffic lights on junction of Station Road and Gallowbarrow. Adjacent to stone wall which is being pushed over towards pedestrian pavement and public highway. Propose remove tree, fell to ground level, in order to protect wall, address public safety concern and improve visibility of traffic lights for highway users.

Willow T076. Leaning and propped but unstable stem. Observed interfering with traffic (lorry trailer) on Station Road. Fell to ground level, coppice, in order to address concern over highway safety.

6. Trees - Additional Information

For all trees

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please note: If none of the proposed work involves trees covered by a TPO, please answer 'No' to the two questions below

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application MUST be accompanied by the necessary evidence to support your proposals (see guidance notes for further details).

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall

☒ Yes ☐ No

If Yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives.

☒ Yes ☐ No

If Yes, you are required to provide for:

- Subsidence: A report by an engineer or surveyor (to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals) and a report from an arboriculturist to support the tree work proposals.

- Other structural damage (e.g. drains walls and hard surfaces): Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing additional information in support of your application (e.g. an additional schedule of work for question 'Identification of Tree(s) and Description of Works')? ☒ Yes ☐ No

If Yes, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application

Tree location plan <CockermouthMRC02_TreePlan_Rev_20190422>

Tree report

Photographs:

T053_Alder_01
T053_Alder_02
T053_Alder_03
T053_Alder_04
T063_Sycamore_01
T071_Sycamore_01
T076_Willow_01

7. Tree Ownership

Is the applicant the owner of the tree(s)?

☒ Yes ☐ No

8. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number

W1 TPO315

9. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

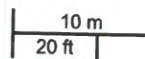
10. Trees - Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

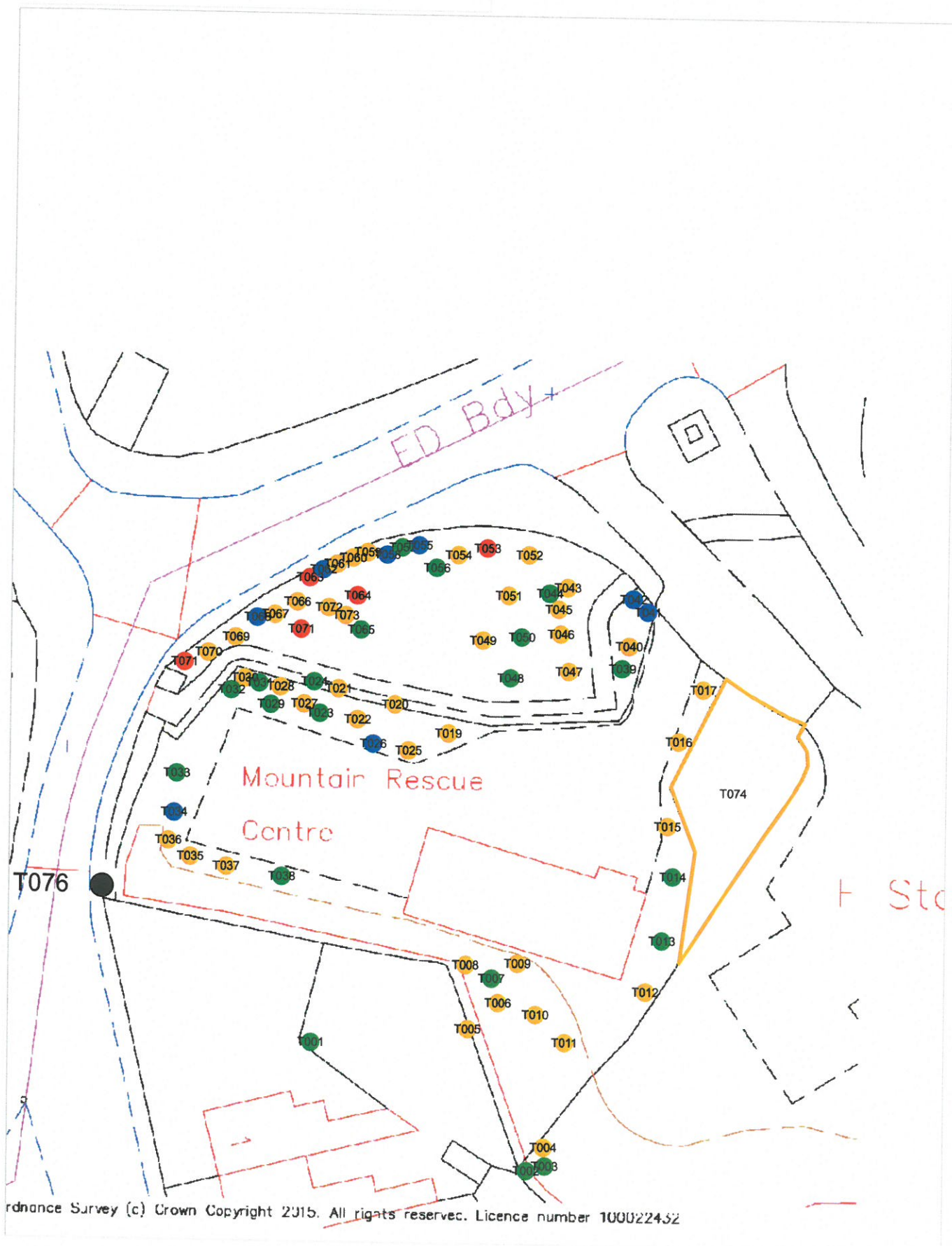
Date (cannot be pre-application)

23/04/2019

Estate: Cockermouth Mountain Rescue
Site: Cockermouth MRT



Scale = 1 : 283











Our Ref: WTPO/2019/0013

This matter is being dealt with by: Kerry McCartney

Direct Line: 01900 702743

Email: planning@allerdale.gov.uk



01/05/2019

Cockermouth Town Council
Sheila Brown
Town Hall
Cockermouth
Cumbria
CA13 9NP

Dear Sir/Madam

Notification on works to Tree Preservation Order trees –

Applicant: Mrs Ruth Stanley

Proposal: G1 - Reduce new growth from previously topped tree and prevent failure - Ash and Sycamore trees
T1 - Ash tree - Reduce crown by 20-25% to improve biomechanical stress

Site: 11 Longcroft Cockermouth

I would be grateful if you could use the link below to view the above planning application. By inputting the above reference number it will display the application for you to view. Please indicate any observations the Parish/Town Council may have by e-mail to planning@allerdale.gov.uk or by separate letter.

In order to ensure that applications are dealt with as quickly as possible I would be grateful if you could reply within **21 days** of the date of this letter. Representations received after this date may be too late to influence the Local Planning Authority's decision on this application.

Could you please mark any correspondence for the attention of Kerry McCartney and could you please quote the reference number **WTPO/2019/0013**.

Please note that all the information contained in this application can be viewed by the public and on our website
www.allerdale.gov.uk/planningapplicationsearch

Yours faithfully



Allerdale - a great place
to live, work and visit

Allerdale Borough Council
Allerdale House
Workington
Cumbria CA14 3YJ
tel: 0303 123 1702
www.allerdale.gov.uk

30 APR 2019

RECEIVED



Application for tree works: works to trees subject to a preservation order (TPO)
and/or notification of proposed works to trees in conservation areas (CA).

Town and Country Planning Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	<input type="text" value="MRS"/>	First name:	<input type="text" value="RUTH"/>
Last name:	<input type="text" value="STANLEY"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text" value="11"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text" value="LONGCROFT"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text" value="COCKERMOOTH"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text" value="CA13 9AW"/>		

2. Agent Name and Address

Title:	<input type="text" value="MR"/>	First name:	<input type="text" value="PHIL"/>
Last name:	<input type="text" value="LIVELY"/>		
Company (optional):	<input type="text" value="PRECISION TREE SERVICES"/>		
Unit:	<input type="text"/>	House number:	<input type="text" value="11"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text" value="THE HAWTHORNS"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text" value="KESWICK"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text" value="CA12 4LL"/>		

3. Trees Location

Full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: House number: House suffix:
House name:
Address 1:
Address 2:
Address 3:
Town:
County:
Postcode (if known):

If there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Main Road') or provide a grid reference:

Easting:
Northing:

Description:

4. Trees Ownership

Is the applicant the owner of the tree(s): ☒ Yes ☐ No
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: First name:
Last name:
Company (optional):
Unit: House number: House suffix:
House name:
Address 1:
Address 2:
Address 3:
Town:
County:
Country:
Postcode:

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	

Email address (optional):

5. What Are You Applying For?

Are you wishing to carry out works to tree(s) in a Conservation Area (CA)? ☐ Yes ☐ No

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order (TPO)? ☒ Yes ☐ No

6. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Enter the species of the tree(s) and include a sketch plan showing position(s) of the tree(s) in relation to buildings, named roads and boundaries.

If the trees are protected by a TPO, if possible please number them as shown in the First Schedule to the Tree Preservation Order (for example T3 Oak; two Beech and one Birch in G2; seven Ash in A1; sycamore in W1).

Trees and proposed works:

G1 - REDUCE NEW GROWTH FROM PREVIOUSLY TOPPED TREE & PREVENT FAZLUER - ASH & SYCAMORE TREES

T1 - ASH TREE - REDUCE CROWN BY 20% - 25% TO IMPROVE BIOMECHANICAL STRESS

You might find it helpful to consult a tree surgeon to clarify what needs to be done.

Please state the reference number you have given the plan:

3. Trees - Reasons For Works

This section only needs to be completed if you are seeking consent to trees under a Tree Preservation Order (TPO)

Please state the reasons for carrying out the proposed works on the tree(s):

G1 - PREVENT FAILURE OF NEW GROWTH OF POORLY TOPPED TREES

T1 - ASH TREE - TO IMPROVE BROMACHINEN STREET & WINDSAIL - REDUCE CROWN BY 20% - 25%

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the documents specified.

Health or safety of the tree(s) - e.g. it is diseased, fears that it might break or fall: ☐ Yes ☒ No

If Yes, information required - report by a tree professional (e.g. arboriculturist, horticultural adviser).

Alleged subsidence damage: ☐ Yes ☒ No

If Yes, Information required: Full report by an engineer or surveyor, together with one from a tree professional - to include date and description of property damage; sub-soil type and shrinkage potential; location of any roots found and their identification; history of ground and building movement through a distortion survey and/or level or crack monitoring over suitable period; other vegetation in the vicinity and its management since discovery of the damage.

4. Trees - Additional Information

Are you providing additional information in support of your application? ☒ Yes ☐ No

If Yes, please provide the reference numbers of plans, documents, professional reports etc in support of your application:



0. Application For Tree Works - Checklist

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you MUST provide the following:

- 3 copies of a completed and dated application form. ☒
- 3 copies of a sketch plan showing the location of all tree(s). ☒
- 3 copies of a full and clear specification of the works to be carried out. ☒
- 3 copies of a statement of reasons for the proposed work. ☒

evidence in support of statement of reasons. In particular, you should provide:

- 3 copies of a report by a tree professional (e.g. arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s). ☐
- 3 copies of a report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage. ☐

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- 3 copies of a completed and dated form, with all questions answered. ☐
- 3 copies of a sketch plan showing the precise location of all tree(s). ☐
- 3 copies of a full and clear specification of the works to be carried out. ☐

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting (3 copies of each need to be provided):

photographs. ☒

report by a tree professional (arboriculturist) or other. ☐

details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form. ☐

1. Declaration - Trees

We hereby apply for consent/give notice as described in this form and the accompanying plans and additional information.

Signed - Applicant:

Date (DD/MM/YYYY):

26-04-2019 (date cannot be pre-application)

2. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

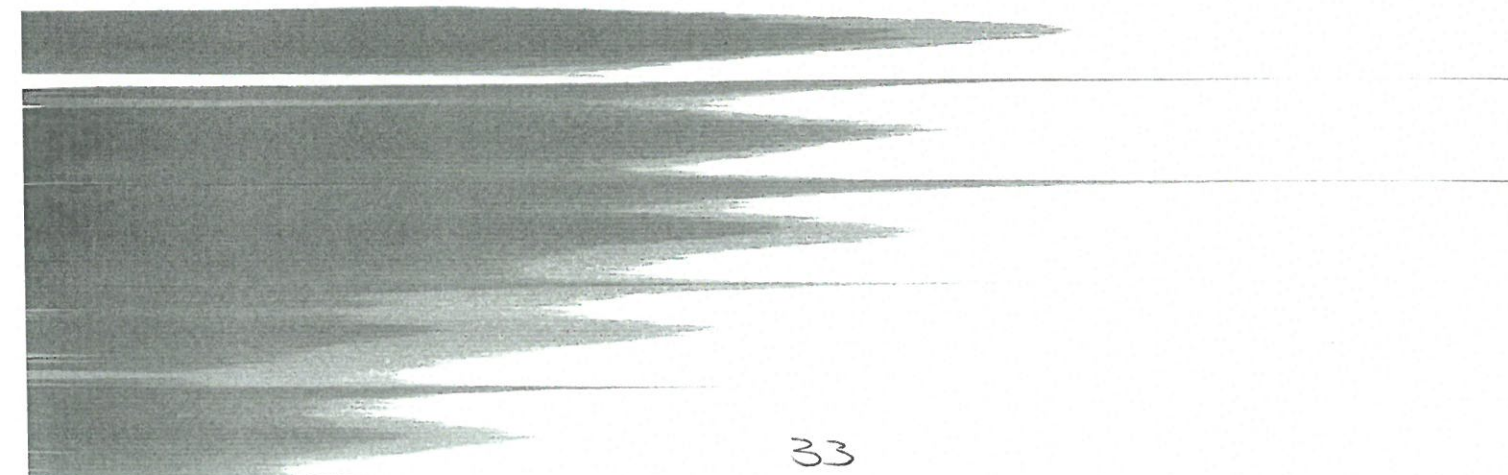
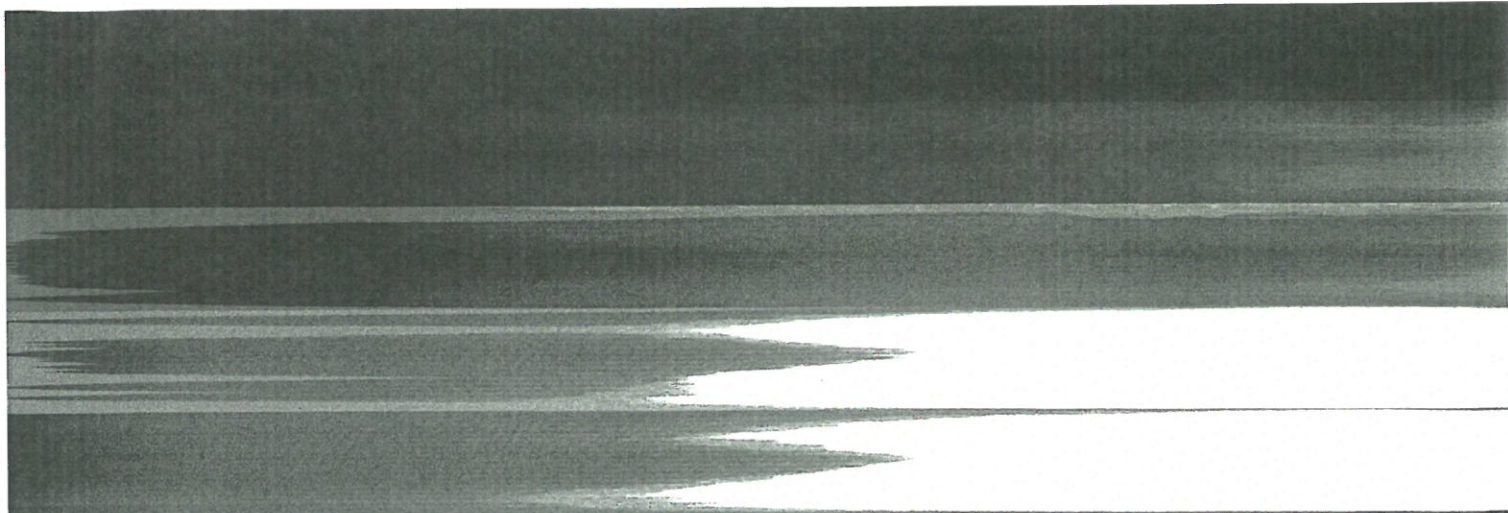
Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):





Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2143	112222	£500.00	£0.00	£500.00	01/05/19	Europe Prize Scholarship Fund Account - Annual Funding Appeal	£500.00
2144	112223	£33.60	£5.60	£28.00	01/05/19	POD North West Ltd - Playground Signs	£33.60
2145	112224	£20.97	£0.00	£20.97	01/05/19	Vivien Wilkinson - Weedkiller	£20.97
2146	112225	£65.42	£10.90	£54.52	01/05/19	WF Hygiene & Cleaning Services - Cleaning supplies	£65.42
2147	112226	£214.50	£35.75	£178.75	01/05/19	Cumbria Pest Services - Washroom Control	£214.50
2148	112227	£144.00	£24.00	£120.00	01/05/19	Cumbria Coal Ltd - Install water hose	£144.00
2149	112228	£78.96	£13.16	£65.80	01/05/19	Orian - Annual Inspection of fire extinguishers in town hall	£78.96
2150	112229	£42.00	£7.00	£35.00	01/05/19	Orian - Annual inspection of fire extinguishers in victoria hall	£42.00
2151	112230	£42.00	£7.00	£35.00	01/05/19	Orian - Annual inspection of fire extinguishers in library	£42.00
2152	112231	£511.84	£75.65	£436.19	01/05/19	Npower Ltd - Electricity	£511.84
1		£37.29	£3.56	£33.73		toile Electricity - Main Street	
2		£64.85	£4.87	£59.98		toile Electricity - Bitterbeck	
3		£8.90	£0.42	£8.48		toile Electricity - Harris Park	
4		£400.80	£66.80	£334.00		TIC Electricity - Library	
2153	112232	£252.96	£42.16	£210.80	01/05/19	Tech 4 Office Equipment Ltd - Service charge for photocopier	£252.96
1		£73.32	£12.22	£61.10		TIC Service charge for phot	
2		£179.64	£29.94	£149.70		TH Service charge for phot	
2154	112233	£498.36	£83.06	£415.30	01/05/19	WML Consulting Ltd - Completion of war memorial	£498.36
2155	112234	£160.00	£0.00	£160.00	01/05/19	S P Martin Electricals Limited - Replacing light bulbs	£160.00
2156	112235	£55.32	£9.22	£46.10	01/05/19	Viking - Office Supplies	£55.32
2157	112236	£783.60	£130.60	£653.00	01/05/19	Edge Designs Ltd - Supply of Laptop for library	£783.60
2158	112237	£80.00	£0.00	£80.00	01/05/19	CALC - Clerk induction course KG	£80.00
2159	112238	£111.70	£0.00	£111.70	01/05/19	Jean Airey - Internal Audit	£111.70
2160	112239	£30.00	£0.00	£30.00	01/05/19	Cockermouth Area Team PCC - Invoice for Cenotaph Photocopying	£30.00

Signature

Signature

Date

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2161	112241	£1,020.00	£170.00	£850.00	01/05/19	Nicol Landscapes Ltd - Tree safety report	£1,020.00
2162	112223	£50.00	£0.00	£50.00	01/05/19	Sheila Brown - Petty Cash	£50.00
2165	112243	£76.60	£0.00	£76.60	01/05/19	Cockermouth Paper Shop - Library papers	£76.60
2166	112244	£345.00	£0.00	£345.00	01/05/19	Nem Sarton - Painted mural	£345.00
2167	112245	£94.38	£15.73	£78.65	01/05/19	Cumbria Pest Services - Washoom control summer pest problems	£94.38
2168	112246	£10,513.27	£1,752.21	£8,761.06	02/05/19	Lloyd & Smith Ltd - warm memorial restoration	£10,513.27
2169	112247	£2,199.42	£366.57	£1,832.85	03/05/19	Tivoli Services Ltd - Contract	£2,199.42
1		£1,839.42	£306.57	£1,532.85		MG Memorial Gardens Coni	
2		£360.00	£60.00	£300.00		OP Grass Cutting	
2170	112248	£161.20	£0.00	£161.20	08/05/19	Allerdale Borough Council -	£161.20
1		£80.60	£0.00	£80.60		TIC Waste Collection - Libr	
2		£80.60	£0.00	£80.60		TH Waste Collection - Tow	
2171	112249	£72.00	£12.00	£60.00	08/05/19	Cumbria Coal Ltd - Repair to fence @ Towers Lane	£72.00
2172	112250	£2,858.57	£476.43	£2,382.14	08/05/19	Lakes Electrial Supplies Ltd -	£2,858.57
1		£2,660.32	£443.39	£2,216.93		CI Christmas Lights Festo	
2		£92.34	£15.39	£76.95		TIC Library Lighting	
3		£105.91	£17.65	£88.26		OS Cenotaph Lighting	
2173	112251	£56.98	£0.00	£56.98	08/05/19	Firns Home Hardware - Hose and reel for toilets	£56.98
2174	112252	£120.00	£20.00	£100.00	08/05/19	Westcom Solutions - Callout setup for new routers	£120.00
1		£60.00	£10.00	£50.00		TIC call out and setup for ne router - library	
2		£60.00	£10.00	£50.00		TH call out and setup for ne router - town hall	
2175	112253	£2,200.00	£0.00	£2,200.00	08/05/19	Julie Laidlow - Allowance	£2,200.00
Total		£23,392.65	£3,257.04	£20,135.61			

Signature

Signature

Date

**YEAR END REPORT BY THE INTERNAL AUDITOR TO COCKERMOUTH TOWN COUNCIL
FINANCIAL YEAR ENDING 31 MARCH 2019**

I confirm I have, on the 24TH April 2019 undertaken an internal audit for the period 1st October 2018 - 31st March 2019 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Local Councils" A Practitioners' Guide (England) March 2018

This report supplements the information reported in the first half -year audit.

A review in all of the areas listed below was completed.

1. Proper Bookkeeping

A clear audit trail existed from all primary accounts in the Edge Accounting Package. The manual checks supplement computer data. All are balanced monthly and are accurate. Robust backup procedures exist to safeguard computer records.

2. Standing Orders/Financial Regulations/Transparency Legislation

The Council currently has both documents.

It will be policy in the future to review and adopt the documents at the Annual Council Meeting to ensure that the most up to date version of the National Association of Local Government (NALC) templates, which contain the most recent legislation are incorporated in Cockermouth Town Council Standing Orders and Financial Regulations.

The council website is compliant with Transparency Legislation having fulfilled the statutory requirement to display the requisite information publicly.

3. Invoice procedure

A comprehensive check was made of invoices paid in the period, which exceeded £1000.00 all were authorised, supported by invoices and recorded in the schedule.

Items over £2500 were competitively sourced, adhered to financial regulations and the principle of best value.

4. Vat

Vat has been recorded and all sums reclaimed are accurate for the financial year 2018-19.

5. Sct 137 Payments

This power is now not applied as Cockermouth Town Council has the General Power of Competence, which will be confirmed at the Annual Council Meeting immediately following elections as required by legislation (Localism Act 2011. Sct 1.8) ,

6. Risk Management

The risk assessment documents were reviewed and adopted at the meeting held on 21st November 2018 Minute No. 131.

7. Internal Financial Controls

There is clear evidence by checks, dates and signatures on relevant documents e.g. invoices, financial statements, schedule of payments, bank reconciliations, and bank statements that the Council is in control of the use of public monies.

The Council annually reviews the effectiveness of internal controls and internal audit functions.

8. Register of Interest

Copies of all documentation are retained on file and members fulfil their obligation to advise and declare as appropriate and update their personal register.

9. Budgetary Control

A correct budget process is in place and the budget is monitored and adjusted by virements as and The accounting method enables immediate identification of monthly and cumulative spends to each budget heading. The financial reports presented by the RFO enable the council to readily address any budget under/overspends and if necessary make the relevant.

10. Cash Balances at the Bank

The balances at the bank as at the 31st March 2019 are considered adequate to enable the Council to fulfil budgeted expenditure, deliver planned projects and retain an adequate cash flow.

The increase in cash reserves has accrued from the sale of a capital asset of £150,000. These funds can only be used to acquire another capital asset and is therefore not available as a revenue spend in the 2019/2020 Budget.

11. Income Controls

All income is promptly banked upon receipt. Allotment rents are demanded in a timely manner and meticulous records ensure monitored payments and overdue amounts. TIC income is checked and promptly banked.

12. Clerk's Expenses/Credit/Debit Card.

All expenses are reported to the relevant meeting.

Sums drawn are allocated to the appropriate budget head and VAT is identified and claimed.

The Credit Card is paid in full to meet payment deadlines.

13. Payroll Controls

PAYE/NIC records are undertaken externally and are properly operated and up to date.

All statutory payments to HMRC and Pension provider have been made. The accuracy of the deductions and payments is confirmed. Annual appraisals are undertaken.

14. Asset Control

The Asset Register is updated annually to include any acquisitions and disposals if appropriate. Assets of £1,696,300 is correctly identified in the Annual Governance and Accountability Return (AGAR)

All assets are adequately covered by insurance.

15. Bank Reconciliation

The core cash accounts are reconciled to the bank statements monthly and accurately state the financial position of the council.

16. Year End Accounts

Cockermouth Town Council produces accounts on an Income and Expenditure basis as required by the Accounts and Audit Regulations.

I confirm Cockermouth Town Council is fully compliant with the Accounts and Audit Regulations and all other statutory undertakings.

I conclude and report that the Clerk/Responsible Financial Officer (RFO) and the Assistant has maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence. The financial statements and reports reflect a true and accurate account of the Council's finance and governance records.

I wish to thank the Clerk/RFO and Assistant for the organised presentation of all required documents and help with any queries which arise

Georgina D. Airey – Internal Auditor. 24th April 2019

COCKERMOUTH LIVE! ANNUAL REPORT 2018

Cockermouth Live! was held over the weekend of 29 June to 1 July. Katie Gentry and Gilli Goodfellow have stepped down so our organising group is down to 6, viz: David Cornwall, Secretary, Chris George Treasurer, Bob Pritchard Chair, Kevin Farish website and Chris Bridgman & Zoe Warren Kirkgate Arts.

Nonetheless, Live! 2018 has rightly been hailed as the biggest and best ever. Kevin managed to secure the services of Dr Feelgood for our Saturday Night headliner. Their fee necessitated a record ticket price of £29 and we needed to find additional sponsorship. Lloyd Motors Cockermouth came up with £500 and a lot of extra publicity, and in the event the concert was a sell-out success.

We were not successful in finding any comedian or personality to open the festival on Friday night, so we dispensed with that part of the programme and are trying harder for 2019.

In view of the losses suffered in 2017 we reduced expenditure on publicity, producing fewer brochures and not attempting a door-to-door delivery. We believe Live! is now sufficiently embedded in the Cockermouth calendar as not to need a lot of extra publicity. We had the final timetable professionally printed to hand out on the day. Next time we will try to get the timetable fixed earlier so that everything can be included in one publication.

The core of Live! is the free entertainment on Saturday. This year we were able to use Wordsworth House, the URC, Fletcher Christian, Moon and Sixpence, Wild Zucchini, Frederick's Bar, Jennings Cooperage, Strolling for Shoes, Seth's Bar, Christchurch Rooms and St Joseph's church hall, as well as the Kirkgate Centre. Christchurch Rooms was the "dance space" with Scottish Country Dancing and the U3A Latin Formation Dance team demonstrating. St Joseph's was the "drama space" with CADS and the U3A Fit 'n' Active drama group performing. We asked for a donation from commercial premises and this has helped to pay some of our overheads.

An innovation this year was the participation of EVAN west, the artists' group who arranged an art trail "Meanders" in 23 shop windows, and workshops in the Kirkgate Centre. The Confluence Project also held an exhibition of their work over the last 12 months.

Castle Tours, by kind permission of Lord and Lady Egremont, and guided by members of the Civic Trust, were again a feature of the Live! weekend and were again fully booked.

The Children's Society Gardens Trail co-incided with the Live! weekend and was well supported.

On Sunday afternoon the Papcastle Community Orchestra, under the direction of Philip Wood, gave their annual concert, again to a full house.

Cockermouth Rotary Club made a donation to cover our Insurance costs, and provided some stewarding; we hope to see this relationship continue and flourish.

Bridget Hilton, who had been a great supporter and energetic performer at Live! since the beginning, leading Alte Musik, and being part of the Instrumental Ensemble and the Papcastle orchestra, died soon after the festival. Cockermouth Live! has subsequently made a donation to Bridget's Magical Music Pot, a charity to encourage participation in music, set up in her memory.

By canvassing participating groups we had more stewards available this year. They were well briefed, but we need to encourage them to be more pro-active in soliciting donations from the audiences between performance slots.

For 2019 (28th to 30th June) the number of venues has expanded and now includes Cockermouth Castle, and The Hub. Henry Normal (co-writer of TV's The Royale Family) will present his one-man show "A Normal Family" on Friday evening while Kiki Dee will headline on Saturday evening.

We are grateful for the financial support provided by the Town Council and hope it will continue (or perhaps increase?) for 2019.

Bob Pritchard

Chair, Cockermouth Festivals Group

OUTLINE OF FINANCES

EXPENDITURE

Accommodation (i.e. hire of URC and Christ Church)	£262.5
Professional fees (includes Dr Feelgood, PRS, Insurance, PA hire, banners, web hosting)	£5287.02
Publicity, printing	£632.74
Donation to Bridgets Magical Music Pot	<u>£250</u>
	<u>£6432.26</u>

INCOME

Ticket income	£4248
Advert& business donation income	£920
C&PRT	£420
CTC	£500
Cumberland BS	£200
EVAN (Artists network)	£150
Rotary	£319
Lloyd Motors sponsorship	£500
On day donations	£818.35
Misc	<u>£7.37</u>
	<u>£8080.50</u>

Internal Audit Plan for Y/E 31st March 2019

COCKERMOUTH TOWN COUNCIL

<u>1. Proper Bookkeeping</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Is cashbook/core accounts package maintained and up to date?				
Are all arithmetically correct?				
Is there a regular balance. Preferably monthly				
Is there a checking system for data input into a computerised system.				
Is computerised financial information regularly backed-up?				

<u>2. a) Standing Orders, Financial Regulations. Transparency Legislation requirements adopted/applied. Internal Financial Controls</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Has the Council formally adopted Standing Orders and Financial regulations?				
Met Transparency Legislation requirements?				
Are all regularly reviewed and up to date?				
Has a Responsible Financial Officer been appointed with specific duties?				
Check (say) minimum 1 item or service per quarter above £2500. Has it been competitively purchased?				
Are payments in the accounts supported by invoices, authorised and minuted?				
Check minimum 3 items over (say) £1000/quarter.				
Has VAT on payments been identified, recorded and reclaimed?				
Is sec137 expenditure recorded and within statutory limits?				

<u>3. Risk Management Arrangements</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Do the Minutes record the Council carrying out an annual risk assessment?				
Are the internal financial controls documented and regularly reviewed?				
Does a scan of the Minutes identify any unusual financial activity? Are legal powers available and is the basis of the powers recorded and correctly applied?				
Are Minutes properly numbered/paginated with a master copy kept in safekeeping?				
Are procedures in place for recording/monitoring members' interests/gifts/hospitality received?				
Is insurance cover appropriate and adequate?				

<u>4. Budgetary Controls</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Has the Council prepared an annual budget in support of its precept?				
Is actual expenditure against the budget regularly reported to the Council?				
Are there any significant unexplained variances against budget?				
Are reserves adequate/excessive?				

5. <u>Income Controls</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Is income properly recorded and promptly banked?				
Does the precept in the cashbook agree to the District Council's notification?				
Are security controls over cash adequate and effective?				

6. <u>Petty Cash/Clerk's Expenses/Credit/Debit Card</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Are all spends recorded and supported by invoices/receipts and VAT identified and reclaimed?				
Is spend reported to each Council Meeting and recorded in the minutes?				
Is expenditure promptly reimbursed? Cards settled in full?				

7. <u>Asset Control</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Does the Council keep an Asset Register of all material assets at acquired value?				
Is the Asset Register up to date and annually reviewed?				
Are all assets listed and adequately covered by Insurance?				
Note insurance renewal compliance and any loyalty agreements.				

8. <u>Payroll Controls</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Do salaries paid agree with those approved by the Council? Check Minutes, Annual Review and Appraisal Report?				
Are other payments to the Clerk reasonable and approved by the Council?				
Has PAYE/NIC been properly operated by the Council as an employer? Check RFO's verification if payroll is administered externally.				

9. <u>Bank Reconciliation</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Is there a bank reconciliation of each account?				
Are the original bank statement balances checked every month to the bank reconciliation by a signature/s other than the Chairman ?				
Is bank reconciliation carried out regularly on receipt of statements?				
Are there any unexplained balancing entered in the reconciliation?				

10. <u>Year End Procedures</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Are year-end accounts prepared on the correct basis? (receipts & payments/income & expenditure)				
Do accounts agree with the cashbook?				
Is there an audit trail from underlying financial records to the accounts?				
Where appropriate, have debtors/creditors been properly recorded?				

Annual Governance and Accountability Return 2018/19 Part 3

Asenda Item 10e)

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and **both must be approved and published before 1 July 2019.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

COCKERMOUTH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (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

Name of person who carried out the internal audit

30/10/2018 24/04/2019.

GEORGINA O. AIRLEY.

Signature of person who carried out the internal audit

Georgina O. Airley

Date 24/04/2019.

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

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

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	190,533	195,388	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	190,418	193,012	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	95,459	230,186	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	89,911	108,553	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	191,111	247,615	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	195,388	262,417	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	190,752	248,423	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	2,146,300	1,496,300	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 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

Steve Bna

Date

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

[Signature]

as recorded in minute reference:

[Signature]

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

[Signature]

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Cockermouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

19th December 2019

and recorded as minute reference:

19th December 2019

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

Chairman

Clerk

19th December 2019
Steve Brown

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www-cockermouth-org

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(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 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER SIGNATURE OF EXTERNAL AUDITOR

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: COULSMATH TOWN COUNCIL

County Area (local councils and parish meetings only): N/A

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 20/6/19

and ending on 1/8/19

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: Shirley Brea

Role: Town clerk

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

cc : Noticeboard
website
PKF Littlejohn LLP.

Clerk - Cockermouth TC

From: Cath Howard <Cath@cumbriafoundation.org>
Sent: 08 May 2019 09:55
To: Clerk - Cockermouth TC
Cc: cath.papcastle@gmail.com; Chris Steele
Subject: FW: TES Awards

Dear Sheila

Thank you for at least considering the request for support to Fairfield School and we would be grateful for any support offered.

Background:

The TES awards are well recognised within the school/teaching profession and to be shortlisted is a huge achievement. Three teachers in particular along with the head have worked especially hard to introduce new programmes for healthy living including regular parent/children "active families" activity sessions on Saturdays alongside numerous running, rugby, football and fun clubs. The school would love to send the teachers who have worked so hard in their own time to achieve this success to the celebration and awards ceremony in London but are struggling to pay for train tickets and overnight accommodation.

What is TES

The Tes Schools Awards, celebrates the extraordinary commitment, quality and innovation shown by teachers and support staff across the UK in raising the standards of education and making a positive impact on the personal and academic success of students and the wider community.

The awards have 19 categories, including primary school, secondary school, headteacher and healthy school.

Schools shortlisted with Fairfield are:

- Diamond Wood Community Academy, West Yorkshire
- Fairfield Primary School, Cumbria
- Grendon CE Primary School, Northampton
- Kirton Primary School, Lincolnshire
- Parklands Primary School, Leeds
- Perry Court E-ACT Academy, Bristol
- University of Cambridge Primary School, Cambridge
- Wicor Primary School, Hampshire

Fairfield Primary School, Cumbria - SHORTLISTED FOR THE TES SCHOOLS AWARDS 2019

Chris Steele, Headteacher wrote "I am immensely proud to announce that Fairfield Primary School has been shortlisted for two awards at the 2019 TES School Awards. Following on from the local awards we have received recently, we are in the running for 'Primary School of the Year' and 'Healthy School of the Year' in what are very prestigious national awards for education recognising the most outstanding individuals and institutions that the education sector has to offer.

Fairfield is a fantastic school offering the most amazing opportunities to children on a daily basis. It is an environment in which every child is challenged to fulfil their potential and where every child is nurtured and supported to grow as a learner. It is fantastic that the hard work and effort that goes into the school has not only been recognised at local awards but is now being recognised at national level too."

Speaking of the TES School Awards, Tes editor Ann Mroz said: "It is wonderful to see such great ideas and excellent practice emerging from our schools and teachers, especially at a time when schools are under financial pressure. We

had a record number of entries this year and the standard was very high, so all those shortlisted should be very proud: it's an extraordinary achievement to be on this shortlist. "

The winners will be revealed at the gala awards evening at the Grosvenor House Hotel, Park Lane, London on Friday 21 June 2019.

Visit: tesawards.co.uk

Mr C J Steele
Headteacher

Kind regards
Cath Howard



April 2019

This month

Annual Return Errors Costing Local Councils Money

The Chairman of the body procuring external auditors for local councils in England has expressed concern that more councils than previously are not responding to audit return requests or are making other errors which are costing councils a substantial amount of money. Michael Attenborough-Cox, Chairman of SAAA Ltd, has said that, in respect of the Annual Governance and Audit Return (AGAR) for 2017/18, there were a substantial number of non-responders and statutory deadlines were missed resulting in a significant number of statutory recommendations and public interest reports being issued; far greater than in previous years. The cost to local councils has also been significant as a result of non-compliance.

To ensure greater compliance for the 2018/19 AGAR, please comply with the following advice of SAAA Ltd:

1. Clerks/RFO's should read the instructions and guidance provided by their auditors and in the AGAR before attempting to complete the appropriate form.
2. Completed forms MUST be returned to the auditor by the statutory deadline, 30 June, either by email or post NOT BOTH. Failure to comply will result in authorities being faced with additional costs.
3. If an authority fails to respond to the auditor's reminder letters, the auditor is likely to issue a Public Interest Report, the minimum cost being £200 plus VAT and the authority will be required to have a limited assurance review the following year with a minimum cost of £200 plus VAT
4. Authorities must inform their auditor of a change of contact details of the Clerk/RFO and Chairman.
5. Authorities should be able to be contacted through generic email addresses.

Intermediate External Audits

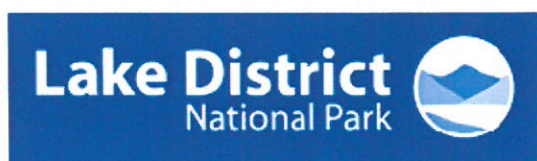
All councils in England should by now have received an 'instruction' email from their external auditor. Those councils selected for the '5% sample' for 'intermediate' audit will receive a separate email from the external auditor. Please make sure the external auditor has your correct email contact details - see the contact details below.

As with last year, councils which are eligible to certify as exempt from external audit, and do so, are not required to submit information to the external auditor (other than a certificate of exemption) even if they are within the 5% sample.

Contact for Cumbria's External Auditor

PKF Littlejohn LLP
SBA Team,
1 Westferry Circus,
Canary Wharf,
London E14 4HD

email: sba@pkf-littlejohn.com
Tel: 020 7516 2200



The Lake District National Park's Local Plan

The Lake District National Park Authority (LDNPA) has published its Pre-Submission Local Plan for further consultation prior to submitting it to the Secretary of State for Communities and Local Government for examination.

The Pre-Submission Local Plan sets out the broad spatial planning, policy framework and vision for the Lake District up to 2035, as well as the necessary development sites to support this growth. It will be used to make decisions on future planning applications.

The consultation documents comprise of:

- Pre-Submission Local Plan
- Proposed site allocations

Representations at this stage should only be made on the legal and procedural compliance of the Pre-Submission Local Plan, the soundness of the Local Plan and whether the Authority is in conformity with the Duty to Cooperate.

Comments are invited on the consultation documents during the eight week consultation period commencing on **Monday 8 April 2019** and concluding on **Monday 03 June 2019**. A dedicated Local Plan webpage has been set up. Please visit <http://www.lakedistrict.gov.uk/localplan> to view the documents and/or give us your comments using the electronic survey form.

For further information please email localplan@lakedistrict.gov.uk

Major Review of Planning Calls for Sweeping Reforms

The Raynsford Review of Planning, led by former Housing Minister, Nick Raynsford has released its final report, Planning 2020.

This hard-hitting report concludes that, 'the current planning system in England does not work effectively in the long term public interest of the nation,' adding that 'planning has been reduced to a chaotic patchwork of responsibilities which is not compatible with promoting the health, wellbeing and civil rights of communities'.

The report makes it clear that while planning has huge potential to make people's lives better, this opportunity is being undermined by deregulation. It calls for major reforms in the planning systems, many of which will strike a chord with parish and town councillors across Cumbria.

Further details about the review and its findings can be found at

<https://www.tcpa.org.uk/raynsford-review>.

Parish Council Share of Council Tax to Increase by a Penny a Day in 2019/20

Figures released at the end of March by the Ministry for Housing, Communities and Local Government (MHCLG) show the average increase in the small share of council tax raised by local (parish and town) councils will increase by a penny a day in 2019/2020.

The figures cover council tax and precept levels for a range of bodies in England including principal authorities such as county, district and unitary councils, and other bodies such as local councils.

Overall council tax requirement in 2019/20 will be £31.4 billion, with £554 million raised by local councils; this is an overall increase of £1.8 billion on last year, with the share levied by local councils increasing by £36 million.

The average Band D council tax set by local authorities will be £1,750 an increase of £78 per year, with the average Band D parish share going up by £3.65 per year, or 1p per day, from £64.04 to £67.69.

This small increase and additional investment in local communities reflects the growing role and importance of local councils as they support local communities, take on responsibilities previously provided by other levels of local government such as open spaces, street cleaning, libraries and youth services, and meet residents' needs through other activities such as improving health and well being.

New Report Highlights the State of Rural Services in England

A report published last month highlights the state of rural services in England, showing basic mobile calls are not possible across main networks in a third of homes and residents are losing out as bus services are scrapped.

Rural England's *State of Rural Services 2018* report draws attention to the difficulties rural households face in accessing services such as broadband, public transport, libraries, healthcare, shops and young people's services. The State of Rural Services reports, the first published in 2016, are a response to concerns about gaps in the rural evidence base and aim to inform policy debate and help those making or delivering policies to take decisions which ultimately benefit rural communities.

This latest report highlights concerns that many of the National Association of Local Councils (NALC) 125,000 local councillors will share: *that rural areas are being left behind and are increasingly dependent on voluntary activity at a local level.*

Cllr Sue Baxter, chairman of NALC, said "The report identifies growing expectations that are being placed on communities and volunteers to sustain vital services within rural areas and, all too often, to stop them from disappearing. Local (parish and town) councils play an increasing role in the provision of libraries, youth clubs, transport schemes and supporting village shops and pubs. There is growing evidence this ultra-local model of community action can deliver service improvements and help maintain strong communities. However, some communities have fewer volunteers than others and there will be limits to volunteer capacity and capability.

[Read the *State of Rural Services 2018* report](#)

Parish Clerk Vacancy

Eskdale Parish Council have a vacancy for a new Parish Clerk. Due to retirement we have a vacancy for a new Clerk to the Parish Council. The Council meets every other month on the second Tuesday but may meet in between these meetings to deal with Planning Applications. The salary is negotiable and is based on 100 hours per year. This is a professional position with full training available but it the post does require good IT and organisational skills. For an informal chat please contact the current Clerk, Dawn Pickles, or the Chairman, Mark Shaftesley on 019467 23357 or email eskdaleparishcouncil@gmail.com The closing date is Friday 12th April 2019.

CALC AGM, Wigton Market Hall, 10.30am Saturday 9th November 2019

The next meeting of the CALC Executive Committee will be on Saturday 15th June 2019 at 10.00am at Penrith Community Fire Station.



Landscape Grant Fund

Friends of the Lake District's Landscape Grant Scheme funds small scale projects and works that conserve and enhance the landscape of Cumbria as well as events and activities that encourage people to get outside and enjoy its open spaces.

Applications will be considered for small scale projects and works that will conserve and enhance the landscape (and within that flora and fauna, cultural heritage), connect people with it and aid their enjoyment of it. Projects must demonstrate a clear and positive benefit to the landscape of Cumbria.

A Landscape Grant may also be awarded to activities or events which encourage access to the countryside or make a positive contribution to health and wellbeing. Activities can be for local people or visitors, but funders are particularly interested in those aimed at young people, older people, less abled people or others who may not normally go out and enjoy the landscape and wildlife that Cumbria has to offer.

Applications are welcome from charitable organisations, voluntary and community groups, schools, social enterprises and local councils or conservation agencies. Grant money is available but limited so

funding is being offered on a rolling basis. Grant awards will normally be in the range of £100 -£2000 for landscape enhancements, and up to £500 for events.

Friends of the Lake District grants have helped to fund hundreds of projects which together, have made a major contribution to enhancing and safeguarding the landscape, environment and cultural heritage of Cumbria.

600 grants totalling more than £1 million have been awarded since the grant schemes inception in 1943 and you'll find the details and location of them all on Friends of the Lake District's Grant Awards Map at: <https://www.friendsofthelakedistrict.org.uk/grants-mapping>

Information and an application form are available on Friends of the Lake District's website at <https://www.friendsofthelakedistrict.org.uk/Pages/FAQs/Category/landscape-grants> or by emailing Jan Darrall at jan-darrall@fld.org.uk

Samantha Bagshaw, Chief Officer, CALC

Clerk - Cockermouth TC

From: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>
Sent: 07 May 2019 15:11
To: Cumbria Association, of Local Councils
Subject: FW: Policy E-Briefing PC7-19 – Traffic Commissioners.

Dear Colleague,

Please see the consultation below regarding changes to rules around vehicle operator licensing systems - NALC would like to know the thoughts of parish and town councils and they set out their own concerns below.

Please pass on to your councillors or put before your council to respond directly to Chris Borg at NALC before 11 June.

Kind regards,

Samantha

Samantha Bagshaw
Chief Officer
Cumbria Association of Local Councils (CALC)

Our contact details:

Samantha - Monday to Wednesday, Sonia - Thursday and Friday

Post: Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA
Email: office@calc.org.uk
Telephone: 01768 812663
Web: www.calc.org.uk

From: NALC Committees [mailto:NALCCcommittees@nalc.gov.uk]
Sent: 24 April 2019 10:15
To: NALC Committees
Subject: Policy E-Briefing PC7-19 – Traffic Commissioners.

****All County Officers****

Dear Colleagues.

I hope you are very well. Please see below the latest of a series of new policy e-briefings which we will be trialling until 10/19 regarding policy consultations. Please forward onto all member councils in your areas. This new approach has already elicited higher numbers of responses to consultations from the wider sector.

Summary

The Department for Transport has issued a new [consultation on the vehicle operator licensing system](#) which is due to come into force by 1 April 2020. NALC will be responding.

Context & proposals

The Government wishes to introduce formal tribunal rules to allow traffic commissioners to deal with cases fairly and justly. Public Sector Vehicle (PSV) operator licences are considered in chapter 1. Formal tribunal rules are examined in chapter 2. NALC is minded to highlight:

1. Its position that local councils should be statutory consultees at all stages during traffic commissioner cases.
2. Its position that the Government needs to consult with local councils on HGV parking sites in suitably sustainable locations within their boundaries; &
3. Its position that the Government needs to introduce measures to make it easier to de-criminalise breaches of parking regulation for the purposes of allowing local councils to enforce those regulations.

Consultation questions

NALC will be responding to the below consultation questions and is interested in the sector's views:

Question 1 Do you agree with changing PSV operator licence procedures so that applicants can have operational approval at the earliest opportunity (subject to normal safeguards)?

Question 3 Do you agree that introducing formal tribunal rules will be beneficial to the Traffic Commissioner's tribunal functions? If No, you are against tribunal rules introduction because?

Your views

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on Tuesday 11 June, 2019. County associations are asked to forward this e-briefing onto all member councils in their areas, please.

Many thanks,

Chris

Chris Borg FSLCC
Policy and development manager
National Association of Local Councils

t: 020 7290 0741 | e: nalc@nalc.gov.uk | w: www.nalc.gov.uk | a: 109 Great Russell St, London, WC1B 3LD



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Admin - Cockermouth TC

From: Rebecca Hanson <rebeccachanson@gmail.com>
Sent: 17 April 2019 08:36
To: Sheila
Subject: Fwd: FW: A66/A595 Fitz Roundabout - Improvements for Cyclists

Hi Sheila,

Please could you put it on the next TC agenda to write to Heather to say that Cockermouth TC would very much like to complete the missing cycle path link between UU and The Laureates?

Many thanks,

Rebecca

----- Forwarded message -----

From: Hanson, Rebecca <Rebecca.Hanson@cumbria.gov.uk>
Date: Tue, Apr 16, 2019 at 10:44 AM
Subject: FW: A66/A595 Fitz Roundabout - Improvements for Cyclists
To: rebeccachanson@gmail.com <rebeccachanson@gmail.com>

Cllr Rebecca Hanson
Cumbria CC Cockermouth North

From: [Ashurst, Heather](#)
Sent: 15 April 2019 14:33
To: [Hanson, Rebecca](#); [Kennon, Alan](#)
Cc: [Sykes, Amber](#)
Subject: A66/A595 Fitz Roundabout - Improvements for Cyclists

Good afternoon,

As you will be aware, during 2019/20 Highways England will be investing £6m to deliver safer, more reliable journeys on the A66 between Cockermouth and Workington. As part of this programme of investment we will be undertaking works at A66/A595 Fitz Roundabout, including improving the provision for cyclists at the roundabout. We have recently received correspondence regarding our planned works at Fitz Roundabout from a Councillor from Allerdale Borough Council whose interest was primarily in the proposed improvements for cyclists. I am aware that you may also have an interest in our response to their query and as such please see below the response that was issued.

'As referenced in your email, the planned works at Fitz Roundabout will include the provision of additional crossing points for cyclists. The current design includes a new crossing point on both the A595 (northern arm) and A66 (western arm) as well as the provision of dropped kerbs / extended cycleways to provide cyclists with a safe way to exit / re-join the carriageway when using these crossing points. All elements of the design are subject to a road safety audit ahead of construction and therefore any new facilities will have been assessed to ensure that they are safer than the current provision. In addition to these two new crossing points we are also looking at whether we can also provide an additional crossing point on Low Road (eastern arm) with our ultimate aim being to provide a crossing facility on all arms of the roundabout.

With regard to the current cycling provision on Low Road, specifically the missing link between the UU Water Treatment Works and the Laureates Housing Development, we are currently working alongside Cumbria County Council to determine the best option to provide a continuous cycle route from Fitz Roundabout into Cockermouth, and to determine the funding / delivery mechanism for this. Whilst I cannot make a firm commitment to the delivery of this missing link at this stage, please can I assure you that we are looking at this and, if possible, it is our intention to deliver this link alongside the other improvement works at the roundabout.

Full details of the planned works at Fitz Roundabout will be announced spring 2019 with construction planned to start autumn 2019.'

I am planning to attend the June meeting of Allerdale Highways Working Group where I will present additional information regarding the planned improvements at Fitz Roundabout. If you have any questions in the meantime please do not hesitate to get in touch.

Kind regards,

Heather

Heather Ashurst

Project Manager – Cumbria & North Lancashire

Highways England | Newlands | Unit A1 | 6 Brewery Lane | Penrith | Cumbria | CA11 7FN

Tel: +44 (0) 300 470 0892 | Mobile: + 44 (0) 7850907615

Web: www.highwaysengland.co.uk

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Highways England Company Limited | General enquiries: 0300 123 5000 | National Traffic Operations Centre, 3 Ridgeway, Quinton Business Park, Birmingham B32 1AF |
<https://www.gov.uk/government/organisations/highways-england> | info@highwaysengland.co.uk

Registered in England and Wales no 9346363 | Registered Office: Bridge House, 1 Walnut Tree Close, Guildford, Surrey GU1 4LZ

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Clerk - Cockermouth TC

From: Hutchinson, Sonia D <Sonia.Hutchinson@cumbria.gov.uk>
Sent: 11 April 2019 15:44
To: Clerk - Cockermouth TC
Subject: RE: The public sector bodies (Websites and Mobile Applications) (no.2) Accessibility Reg 2018
Attachments: Public Sector websites and mobile applications accessibility regulations 2018.pdf

Hi Sheila

Please find attached NALC Legal briefing LO9-18 on the above. It states in the briefing that NALC will have a model statement produced by December 2018 according to NALC it still isn't produced but should be coming out shortly. I will speak to Sam about training and re-circulating the briefing attached let me know if reading the briefing helps.

Best regards

Sonia

Sonia Hutchinson
Cumbria Association of Local Councils

Our contact details:

Sam - Monday to Wednesday, Sonia - Thursday & Friday

Postal address: Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA

Email address: office@calc.org.uk

Telephone: 01768 812663

Web: www.calc.org.uk



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From: Clerk - Cockermouth TC [mailto:clerk@cockermouth.org]
Sent: 11 April 2019 13:28
To: Hutchinson, Sonia D
Subject: RE: The public sector bodies (Websites and Mobile Applications) (no.2) Accessibility Reg 2018

Thanks

Sheila Brown
The Town Clerk
Cockermouth Town Council
The Town Hall
Market Street
Cockermouth
Cumbria
CA13 9NP

November 2018

L09-18 | THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (No. 2) ACCESSIBILITY REGULATIONS 2018

Introduction

The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 ("the 2018 Regulations") came into force on 23 September 2018. They implement the EU Directive on the accessibility of the websites and mobile applications of public sector bodies (Directive (EU) 2016/2102).

This briefing will explore and set out what they mean for local councils.

What are the 2018 Regulations?

The purpose of the 2018 Regulations is to improve the accessibility of public sector websites/ mobile apps so that can be used by as many people as possible. They build on existing obligations to disabled people under the Equality Act 2010 ("the 2010 Act") and the duty to make reasonable adjustments for disabled people.

Use by as many people as possible could mean people with impaired vision, impaired hearing, cognitive impairments or learning disabilities amongst others. "Accessibility" doesn't just mean putting things online. It concerns things like website content and design, type of font, etc, so that most people can use a website without needing to adapt it, whilst website content and design can be adapted for those for whom it is necessary, for example, screen reader software for users with impaired vision that reads out the content, or a screen magnifier.

Although the 2018 Regulations are now in force, the requirements to meet the accessibility standards do not apply for existing websites until 23 September 2020. For a new website published on or after 23 September 2018 it is 23 September 2019. For apps the deadline is 23 June 2021.

What do the 2018 Regulations mean for local councils?

The 2018 Regulations apply generally to public sector body websites and apps. The "public sector body" definition includes local authorities. It is NALC's view that they apply to local councils.

1. Accessibility requirement

Regulation 6 of the 2018 Regulations provides that subject to exemptions contained in Regulation 7 (see below) public sector bodies such as local councils must comply with the accessibility requirement. This is defined in Regulation 3 as the requirement to make a website or mobile application accessible by making it perceivable, operable, understandable and robust. This can be done by meeting accessibility standards, that is, it complies with the international WCAG 2.1 AA accessibility standard.

As per Regulation 7 (1) of the 2018 Regulations a council is not required to comply with the accessibility requirement if doing so would impose a disproportionate burden on the council. A council seeking to rely on this exemption must perform a disproportionate burden assessment of the extent to which compliance with the accessibility requirement imposes a disproportionate burden (Regulation 7 (2)).

In undertaking a disproportionate burden assessment, a council must take account of relevant circumstances, including (a) the size, resources and nature of the council and (b) the estimated costs and benefits for the council in relation to the estimated benefits for persons with disabilities, taking into account the frequency and duration of use of the specific website or mobile application.

Things like lack of time or knowledge cannot be taken into account.

If, following the assessment, a council determines that compliance with the accessibility requirement would impose a disproportionate burden, it must explain in an accessibility statement the parts of the accessibility requirement that could not be complied with and, where appropriate, provide accessible alternatives to documents it holds that are not available on its website/ mobile app.

2. Accessibility statement

In addition to complying with the accessibility requirement, a council not seeking to rely on the disproportionate burden exemption must provide an accessibility statement and keep that statement under regular review (Regulation 8). The above timelines for existing and new websites and apps also apply for publishing accessibility statements. For a website, the accessibility statement must be provided in an accessible format and published on the council's website. For a mobile app, the accessibility statement must be provided in an accessible format; and available on the council's website or alongside other information available when downloading the mobile application.

The accessibility statement must include (a) an explanation of those parts of the content that are not accessible and the reasons why; (b) where appropriate, a description of any accessible alternatives provided; (c) a description of, and a link to, a contact form which enables a person to notify the council of any failure of its website or mobile application to comply with the accessibility requirement and request details of the information excluded, such as under the disproportionate burden exemption and that in Regulation 4 (2) and (d) a link to the enforcement procedure (see below) to which recourse may be had in the event of an unsatisfactory response to the notification or the request.

Regulation 4 (2) confirms that the 2018 Regulations do not apply to a council's website or mobile application content which is:

- (a) office file formats published before 23 September 2018, unless such content is needed for active administrative processes relating to the tasks performed by the council;
- (b) pre-recorded time-based media published before 23 September 2020;
- (c) live time-based media;
- (d) online maps and mapping services, as long as essential information is provided in an accessible digital manner for maps intended for navigational use;
- (e) third-party content that is neither funded nor developed by, nor under the control of, the council;
- (f) reproductions of items in heritage collections that cannot be made fully accessible because of either (i) the incompatibility of the accessibility requirement with either the preservation of the item concerned or the authenticity of the reproduction; or (ii) the unavailability of automated and cost-efficient solutions that would easily extract the text of manuscripts or other items in heritage collections and transform it into content compatible with the accessibility requirement;
- (g) content of extranets and intranets published before 23 September 2019, until such websites undergo a substantial revision; and
- (h) content of websites and mobile applications qualifying as archives.

This briefing will be updated when a model accessibility statement is produced, likely to be in December this year.

3. Providing an accessible alternative format upon request

A council is also required to provide information in another format if someone requests it, where it's reasonable to do so (Regulation 13).

A failure by a council to comply with the accessibility requirement is to be treated as a failure to make a reasonable adjustment for the purposes of the 2010 Act. A failure by a council to provide a satisfactory response to a request to provide information in an accessible format is also to be treated as a failure to make a reasonable adjustment. The enforcement body is the Equality and Human Rights Commission. The Cabinet Office may also undertake an assessment as to whether a council has complied with the accessibility statement requirement.

What steps should councils take to prepare?

The lag between the Regulations coming into force and when the 2018 Regulations requirements will apply gives councils time to get compliant. For councils who already have websites, it is recommended that they consider now whether new content published is accessible so they don't have to go back and fix it and they make a plan to meet the standards by the 23 September 2020 deadline and identify anything that is disproportionate to fix.

New websites must usually be fully accessible and meet the accessibility standard. Most modern websites, and the software for managing them, meet the accessibility standards so it is unlikely a council could make a valid argument that doing this is a disproportionate burden.

Councils are recommended to ensure that a new website or app meets the standards by:

- making sure the team or agency responsible for the website or app understands the WCAG 2.1 standard
- making sure the content is accessible
- doing basic accessibility tests before signing off a new website or app

Councils with existing or new websites will need to identify which parts of the website are and are not accessible/ meet accessibility standards and which parts do not. This is also needed for the accessibility statement. This means working with the people involved in running the website, including those responsible for code and content. Accessibility audits can be carried out but are likely to cost in the four figure sums so be out of reach for most councils.

More practical information can be found at
<https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps#making-a-plan>

NALC will update this guidance as and when required.

© NALC 2018

Application to display a banner on one or more of the 19 lampposts on Cockermouth Main Street where brackets are provided:

Name of Organisation	COCKERMOUTH FESTIVALS GROUP
Address	40 8 Pinfold Close COCKERMOUTH CA13 9JW
Contact Name	BOB PRITCHARD
Daytime Contact Number	01900 823228
E-mail address	cockermouthlive@gmail.com
Name of the Cockermouth event that the banner(s) will promote	COCKERMOUTH LIVE!
Date(s) that the event is taking place	28-30 JUNE 2019.
Number of banners to be displayed	10
Lamppost numbers on which banners are to be displayed (See Appendix 1)	None 50
Name of approved contractor that will be used to put-up / take down the banner(s)	NICHOLSON
Date of Banner installation (maximum of 28 days prior to the event taking place)	JUNE 7th
Date of Banner removal (maximum of 5 days after the event has taken place)	JULY 1st.

By signing below I agree to abide by the terms and conditions set out in this Policy and will indemnify Cockermouth Town Council and Cumbria County Council against all claims arising.

I have included the following documentation with this application:

- Design proofs of all banners that are intended for display

Same as last year,
Kept by Nicholsons.

Signed

Bob Pritchard

Print name

R.W. PRITCHARD

Date

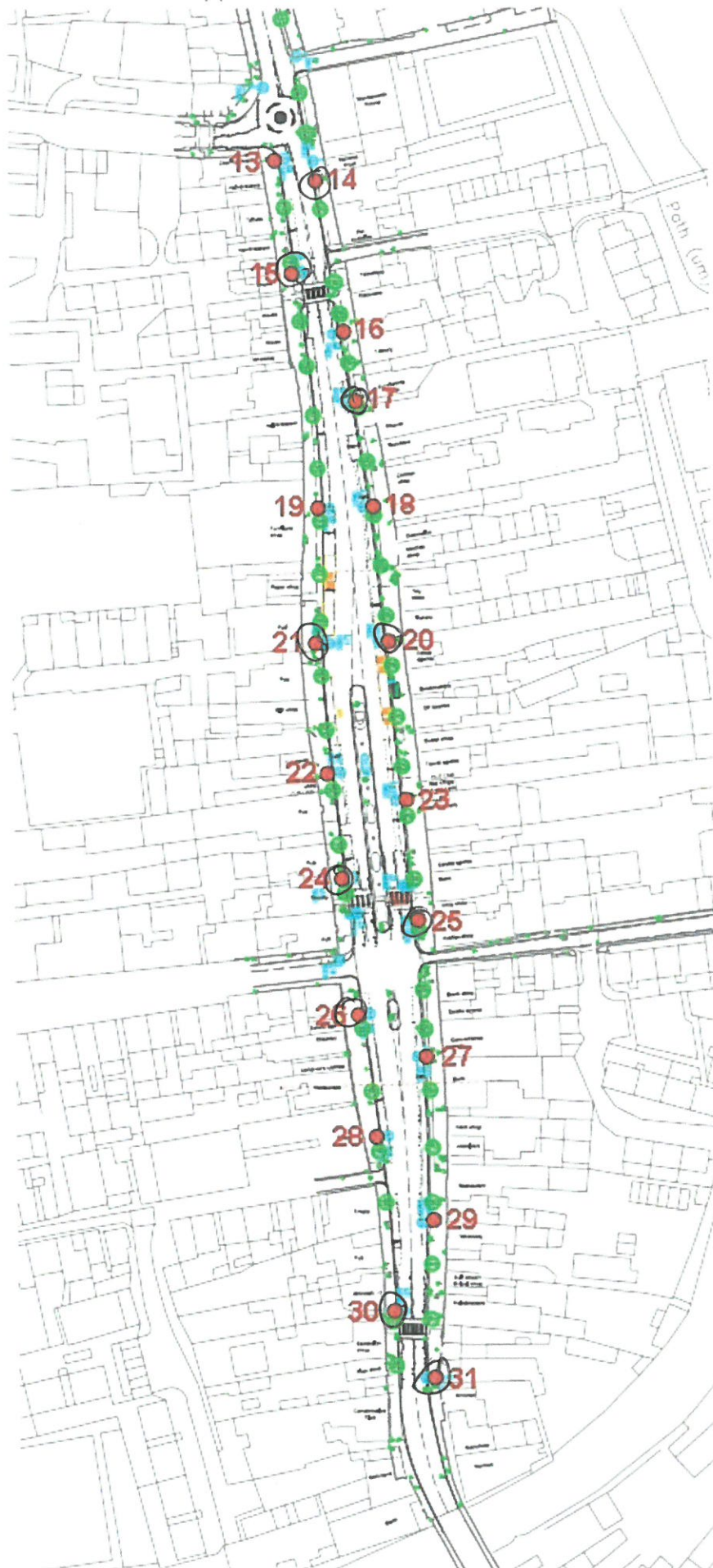
24.4.19

Please return completed forms to Sheila Brown, Town Clerk, Cockermouth Town Council, Town Hall, Cockermouth, Cumbria, CA13 9NP. Forms must be submitted a minimum of 21 days prior to the proposed installation date for the banner(s).

E-mail: cockermouthtowncouncil@btconnect.com

Phone: 01900 821869

Appendix 1: Location of lamppost banner sites



Clerk - Cockermouth TC

From: Edwards, Lana <Lana.Edwards@cumbria.gov.uk>
Sent: 24 April 2019 10:35
To: Clerk - Cockermouth TC
Subject: Safe Places Scheme - ref Cumbria Constabulary website
Attachments: Safe Places Scheme Cumbria.pdf

Hello Sheila,

Thank you for your call earlier – it was nice to talk to you.

As promised please find the information on the Safe Places Scheme as discussed.

Do let us know what the Town Council will decide and we can take it from there –

- Send you a new sticker;
- Offer further guidance and advice to staff;
- Update Cumbria Constabulary webpage on Safe Places with your correct details.

All of the Cumbria County Council Libraries will become Safe Places by the end of this year.

Best wishes,
Lana

Lana Edwards

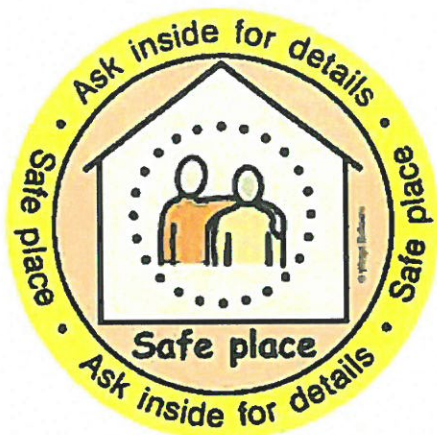
Commissioning Assistant | Strategic Commissioning
Corporate, Customer & Community Services | Cumbria County Council
Cumbria House | 117 Botchergate | Carlisle | CA1 1RD

☎ 01228 226133

✉ lane.edwards@cumbria.gov.uk



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A safe place

Thank you on behalf of Cumbria Constabulary for agreeing to place a 'Safe Place' Sticker in your window.

Vulnerable People can sometimes be confused, scared, lost or bullied and it is nice to know that we can ask for your help and support.

If someone should enter your premises in distress please:

- **Contact their parent/carer/support worker** – they should be carrying a card with the appropriate telephone number.
- **And/or call the Police on their behalf:**
Local police 101
Emergency 999

People issued with the card will be trained in how to use the scheme and how to stay safe in general. Each person will have a card which will have the details of the person to contact on their behalf.

Each place that agrees to take part in this scheme will be listed on the Cumbria Police website www.cumbria.police.uk, so that vulnerable people will know where the safe places are in their local area.

Thank you for your time and support

EAT, DRINK AND ENGAGE

Agenda
Item 11g

Last year six million people took part in Big Lunch events. This summer it will be even bigger by becoming a two-day event on 1 and 2 June. Lindsey Brummitt, of Eden Project Communities, reveals why the support of local councils is more important than ever

The Eden Project started The Big Lunch in 2009 with the vision of creating stronger and happier communities, where people know one another and neighbourhoods thrive.

With ten years' research, there is now substantial evidence to show the huge difference The Big Lunch can make. It helps build connections, with 80% of participants saying it helps people feel less lonely and 4.5 million new friendships made at Big Lunches last year alone.

However, a major new research report, *Closing the Distance Between Us*, commissioned by The Big Lunch, has identified a chasm in the relationship between people and their neighbours that is damaging our mental and physical health and reducing the ability of communities to cope when a crisis hits.

Worryingly, 36 million of us don't feel close to our neighbours and nearly one-fifth of us have no one outside of our immediate family to turn to locally if in need of support. More positively though, the survey also revealed that there is a desire for change, with three-quarters of people believing it would be better for communities if we were closer to our neighbours.

At the heart of communities, local councils have a key role to play in tackling this challenge and The Big Lunch has already seen the huge difference that they can make, with so many councils making the event part of their annual calendar. Now, Eden is calling on every local council to get involved and make a real, widespread change in our communities.

More at: www.edenprojectcommunities.com/thebiglunchhomepage.

CASE STUDY 1: STONY STRATFORD TOWN COUNCIL, MILTON KEYNES

Population: 7,900

Holding Big Lunches since: 2010

Success to date

- A big, family-friendly event held each year – now on its recreation ground.
- The event gets bigger by the year, with over 3,000 people attending in 2018.
- The Big Lunch is one of three annual events – along with Apple Day and the Christmas Fair. There is a modest event budget of £3,000 for all three events, boosted by income generated from food stall fees at The Big Lunch.
- The event is promoted widely on and offline by the council.

Top tips for local councils

Start small and let the event grow organically as more people take ownership. Make it free so everyone can join and look at how you can bring income in by involving local businesses and food vendors.

"The Big Lunch does wonders for our community spirit. It's become a well-known part of our calendar and it's something that anyone and everyone – from any estate and any street – can be part of."

Cllr Keith Tilley

CASE STUDY 2: BURN PARISH COUNCIL, NORTH YORKSHIRE

Population: c.400

Holding Big Lunches since: 2009

Success to date

- The village lacks a centre and neighbours need a reason to get together.
- The local action group set up to fight traffic issues in 2009 used The Big Lunch as a way to engage the community in local issues such as this.
- This event is one of the consecutively longest-running Big Lunches in the country.
- Big Lunches are held in the local pub, with landlords supplying a BBQ and local supermarkets giving food donations too.

Top tips for local councils

Get a planning group together, start planning as early as possible and don't be afraid to ask local supermarkets and businesses for support – if you don't ask, you don't get. You might be surprised at their generosity!

"The village straddles a busy road and doesn't really have a 'centre' as such, other than the pub and Methodist chapel. Many residents have been here all their lives and know lots of people, but barely see one another. The Big Lunch gives us a fantastic reason to connect, which is why it's become such a hit."

Cllr Sonia Herald

TOWN COUNCIL MEETING –May 2019
CLERK'S REPORT

Tourism and Publicity

Visitor numbers for April 2019 – 441

Library

A new router has been installed. CCC have re-instated the public wi-fi

The Wordsworth Trust will be carrying out some adult and some children activities in the library in the coming months. On 3/7/19 between 2pm and 3pm, users will be able to learn more about William Wordsworth and his sister Dorothy and their life. Those taking part will be able to read original manuscripts such as letters, notebooks, journals etc.

On 9/8/19 between 2pm and 6pm children can take part in 'Rugsack of Rhymes' and Activities and Crafts.

The library is a designated safe space. Cumbria County Council are currently doing an audit and want to know if we wish to keep this designation.

Toilets

A hosepipe has been fitted in the Main Street toilet block.

Allotments

Allotment rents are coming in steadily.

I met with the Allotments Association to discuss matters of mutual interest.

The paths at the Gote have been sprayed with weed killer.

7a St Helens has been re-let.

Inauguration of Cenotaph

This event was well received and well attended.

Twinning

36th Anniversary Visit to Marvejols

To date 25 deposits have been paid. 4 others have indicated that they would like to come.

If any of our new councillors would like to become involved please let me know.

Youth Exchange

I met the 10 youths interested in the exchange at the town hall on Wednesday 27 March 2019 at 5.30pm. They have set up a Whatsapp Group. Marvejols have sent an itinerary for the week. All ten participants have booked their flights. I am meeting them again on 10 April 2019.

One of the participants has withdrawn from the exchange she had managed to secure a 2 month internship. I secured a replacement however Holly has now dropped out due to a family holiday.

Outdoor Gym

This will be installed on 7 May 2019 at Harris Park Extension.

Market Place Heritage Sign Project

Joe Broomfield has confirmed that the artwork will take place the second week in May.

Phones/Broadband

I have re-negotiated our contracts with BT. This has resulted in an annual saving of over £1200.

A new router has been set up in the Town Hall. Please note that the wifi access code has changed.

Twinning

Five Marvejolais are coming over for Woolfest on 28/29 June 2019. All five have been accommodated.

Cockermouth & Papcastle Recreational Trust

Christine Smith's membership ended on 11/4/2019. What would you like to do?

Website

William will start work on the new environmental pages of the website.

S Brown, Town Clerk