

# Cockermouth Town Council

9 October 2019

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Council Chamber, Town Hall, Cockermouth **Wednesday 16 October 2019 at 7.00 pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely



Sheila Brown

1. **Apologies for absence**
2. **To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 18 September 2019 (pages 1-5)**
3. **To authorise the Mayor to sign as a correct record the minutes of the Special Planning Meeting held on 3 October 2019 (pages 6-7)**
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 code of conduct.
5. **Mayors Announcements** – The Mayor will announce the events she has attended since the last meeting.
6. **Police Report** – To receive a report from Cumbria Constabulary
7. **Public Participation**
  - a) To answer any questions from members of the public in accordance with the Summary of Public Rights
  - b) To receive a petition from a member of the public in accordance with the Summary of Public Rights
8. **Planning Matters**
  - a) To make recommendations upon FUL/2019/0225, extension to Kirklands Care Home, Sullart Street
  - b) To comment upon an application for tree works, 1 South Lodge (**pages 8-16**)



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Cumbria CA13 9NP

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@btconnect.com

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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

## **9. Financial Matters**

- a) To agree the attached schedule of payments (**pages 17-18**)
- b) To consider a request for a grant to Cockermouth Music Society to maintain a web site (**pages 19-20**)
- c) To consider our insurance renewal proposal (**pages 21-37**)
- d) To note the completion of the limited assurance review for the year ended 31/3/19 (**pages 38-43**)

## **10. Correspondence**

- a) To consider/comment upon Allerdale's Council Plan for 2020-2030 (**pages 44-49**)
- b) To consider/comment upon Allerdale Local Plan (Part 2) (Site Allocations) – Main Modifications Consultation (**pages 50-52**)
- c) To note the letter of thanks from The Rotary for supporting the Annual Golf Competition (**page 53**)
- d) To consider a request to pollard a sycamore adj. 39 Derwentside Gardens (**page 54**)
- e) To consider joining the Rural Market Towns Group (**pages 55-61**)

**11. Clerks Report** – To consider the content of the Clerk's report (**pages 62-63**)

**12. Climate Emergency-** To set out the Town Council's initial response to its declaring a climate change emergency (**pages 64-67**)

**13. Tourist Information Centre** – To explore ways to improve services and increase footfall

**14. Tetrapak Recycling Point** – To discuss Tetrapak recycling

**15. Re-siting the wheelchair accessible benches at Memorial Gardens** – To discuss re-siting the wheelchair accessible benches at Memorial Gardens

**Press and Public Welcome**

Minutes of a Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 18 September 2019 at 7.00 pm

Present: Councillor A Smith (Deputy Mayor)  
Councillor G Bennion  
Councillor I Burns  
Councillor D Malloy  
Councillor S Nicholson  
Councillor C Smith  
Councillor A Semple  
Councillor A Tyson  
Councillor R Watson

Apologies for absence were received from Councillors J Laidlow, S Barnes & A Kennon

Also Present: 4 member of the public, two representatives from Allerdale Borough Council & a member of the Press

**66 Minutes**

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the last meeting held on 21 August 2019.

**67 Minutes**

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the last special planning meeting held on 5 September 2019.

**68 Declaration of Interest**

Councillor A Smith declared a personal interest in all planning applications due to being a member of the Development Panel.

Councillor A Tyson declared a personal interest in planning application VAR/2019/0025 due to being a member of the Development Panel.

**69 Mayor's Announcements**

The Mayor was not present at the meeting.

**70 Police Report**

The police report was circulated to members prior to the meeting.

Town Clerk to contact Police regarding the lack of further information provided

when you click on the link contained within the Police report.

## **71 Public Participation**

There was none.

## **72 Planning Matters**

### **72a Planning Applications**

VAR/2019/0025

Non compliance with condition 2 on planning approval 2/2018/0155 for amended house types, drainage and boundary treatments

Land off Strawberry How Road

Recommended – Refusal. Three storey houses and location of compound un-neighbourly.

FUL/2019/0209

Replacement wooden framed windows and replace with white UPVC double glaze windows (retrospective)

Flat 3, 44 Market Place

Recommended – Approval

FUL/2019/0114

Extension to existing hotel to provide additional bedrooms together with alterations to the car park.

Premier Inn, Waterloo Lane

Recommended – Approval

### **72b TPO No 6 of 2019**

Agreed – That the contents of TPO No. 6 of 2019, Radura, 3 Holmewood Gardens be noted.

### **72c Application for Tree Works**



Recommended – That the pollarding of an overgrown oak tree, 65, Gote Road be approved.

#### **72d Application for Tree Works**

Recommended – That the various tree works, 20 Parklands Drive be approved.

#### **72e Application for Tree Works**

Recommended – That the various tree works in work schedule, South Lodge, Simonscales Lane be approved.

#### **73 Schedule of Payments**

Resolved – That the schedule of payments in the sum of £19,019.46 be formally approved for payment.

#### **74 Correspondence**

##### **74a Walk of Pride**

Agreed – That the letter of congratulations in respect of our attractive and well cared for hanging baskets which make a positive contribution to the ambiance of the whole town be noted.

##### **74b Calc Newsletter**

Agreed – That the contents of the September 2019 circular be noted.

#### **75 Clerks Report**

Agreed - That the content of the report be noted.

#### **76 Tree Planting**

The Director of Cumbria Woodlands gave a detailed presentation regarding United Utilities funding currently available to maintain/plant new/young trees and/or to provide technical assistance to develop costings for particular schemes.

He offered to do an audit of Town Council owned land.

Resolved – That an audit of Town Council owned land be undertaken.

#### **77 Neighbourhood Development Plan**

The Planning and Building Control Manager gave a detailed presentation regarding the production of a Neighbourhood Plan.

He explained that Allerdale Borough Council had a duty to support the Neighbourhood Planning process and that Rebecca Wilson would be supporting parishes wanting to produce a plan.

Neighbourhood Plans had to be consistent with National Policy Framework and Local Plans. Part 1 of our Local Plan was adopted and it was anticipated that Part 2 would be adopted early Spring 2020. Modifications were expected this week.

He explained that even adopted plans can lose weight and that was the position Allerdale were currently in. He made reference to the Little Broughton appeal decision. The Government refresh of the National Policy Framework early in the year also affect the weight of adopted plans.

He stressed that a Neighbourhood Plan could not stop development or go against the Local Plan. A Neighbourhood Plan could play a role if a plan were coming to the end of its life (our local plan ends in 2029).

He anticipated that a Neighbourhood Plan could take two years to complete and that they must be based on robust information and analysis of the local area, the evidence base and that community engagement was a legal requirement. The Neighbourhood Plan would be the subject of an independent examination and referendum. Once made a Neighbourhood Plan had the same status as a Local Plan. If a Neighbourhood Plan postdated the adoption of a Local Plan it was classed as the most up to date. Conversely if Allerdale reviewed their Local Plan it was then classed as the most up to date.

He advised us not to underestimate the financial resources, people resources and hard work required. Limited grant funding was available.

He asked what was it that the Town Council hoped to achieve?

Did the Town Council wish to shape development or flesh out what the Local Plan was weak on? If that was the case we could be consulted upon and involved in Article 4, Development Briefs, conservation areas, tree preservation orders etc.

The situation was fluid at the moment and had been for some time, Developers were exploiting weaknesses in the Local Plan. Allerdale as a whole, has a hierarchy percentage of dwellings, however, if there is a housing shortfall in Allerdale as a whole, Cockermouth comes into the equation.

Developers want to build in Cockermouth for the best return. Developers are arguing that as supply has not come forward from elsewhere and because Part 2 has not been adopted they can build in Cockermouth.

This will change next year when Part 2 is adopted. Part 2 contains a zero allocation for housing in Cockermouth. Trajectories assume that allocations will come forward, this however is in the hands of developers. The Governments revised measure of need depended upon an early review of Part 1 and subsequently part 2 as part 2 is the delivery mechanism for Part 1.

He concluded by saying that if the Town Council had issues with the Local Plan Allerdale would support us to develop a Neighbourhood Development Plan. However, if we felt that the Local Plan was good/tight on all issues then a Neighbourhood Development Plan was not required.

The advantages of having a Neighbourhood Development Plan were that that plan was local, specific and offered some greater protection against green field land grabs. The disadvantages of having a Neighbourhood Development Plan were their development was resource/time hungry and you run the risk of the National Policy Framework and/or the Local Plan moving on.

You must be very clear why you need one – it is not a drawbridge.

The Planning and Building Control Manager promised to send information on the process to the Town Clerk.

Agreed – That the presentation be noted.

## **78 Bus Service**

The Planning and Building Control Manager confirmed that 96 houses on Phase 1, Strawberry How were now occupied and that the S106 triggered Storey Homes to instigate a bus service. He promised to provide the Town Clerk with a copy of the proposed route.

Councillor Smith stated that he was keen to work with Stagecoach regarding the extension of that service to other areas of town e.g. Windmill Lane.

The meeting closed at 8.17 pm

Minutes of a special planning meeting of Cockermouth Town Council held in the Upstairs Council Chamber, Town Hall, Cockermouth on Thursday 3 October 2019 at 7.00pm

Members

J Laidlow (Mayor)

S Barnes  
I Burns  
D Malloy  
A Smith  
A Tyson

G Bennion  
A Kennon  
S Nicholson  
C Smith  
R Watson

Apologies: A Semple

**79 Declaration of Interest**

Councillors A Smith & A Tyson declared a personal interest in all planning applications due to being a member of the Development Panel.

**80 Public Participation**

There was none.

**81 Planning Applications**

The following planning applications were considered at the meeting:-

FUL/2019/0216

Change of use from A1 retail to denture clinic on ground floor and 2 no. bedsits on first floor

Collectors Corner, 1, Lorton Street, Cockermouth

Recommended – Approval

FUL/2019/0213

Replace wooden sash windows with new upvc and the replacement of the front door with a black composite door

1, Horseman Street

Recommended - Approval

OUT/2019/0032

Outline application for erection of two detached dwellings including access

Land adj. Colinwood, Brigham Road

Recommended – Refusal overdevelopment. Highway concerns regarding access/visibility and bin storage.

FUL/2019/0115 (as amended)

5 detached dwellings and garaging facilities utilising existing access on site with extant permission

Land on the North East side of Lorton Road

Recommended – Refusal out of keeping. Highway concerns regarding bin storage and street lighting.

The meeting closed at 7.10 pm

**Our Ref: WTPO/2019/0032**

**This matter is being dealt with by: Kerry McCartney**

**Direct Line: 01900 702743**

**Email: [planning@allerdale.gov.uk](mailto:planning@allerdale.gov.uk)**



02/10/2019

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

Dear Sir/Madam

**Notification on works to Tree Preservation Order trees –**

**Applicant:** Mrs Madalin  
**Proposal:** T1 - Fell 1 x Beech trees  
G1 - Reduce 2 x Beech trees by 20%  
**Site:** 1 South Lodge Simonscales Lane 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](mailto: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/2019/0032**.

**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](http://www.allerdale.gov.uk/planningapplicationsearch)**

Yours faithfully

K McCartney

Kerry McCartney

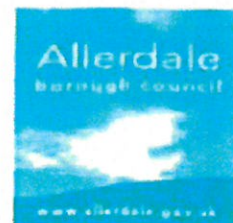


Allerdale - a great place  
to live, work and visit



01 OCT 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="MADALYN"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text" value="1"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text" value="SOUTH LODGE"/>		
Address 2:	<input type="text" value="SIMONSCALES LANE"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text" value="COCKERMOUTH"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text" value="CA13 9FB"/>		

#### 2. Agent Name and Address

Title:	<input type="text" value="Mr"/>	First name:	<input type="text" value="PAUL"/>
Last name:	<input type="text" value="LIVESEY"/>		
Company (optional):	<input type="text" value="PRECISION TREESURVIVAL"/>		
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:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

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. Tree Preservation Order Details

Do you know the title of the Tree Preservation Order (TPO)? ☐ Yes ☐ No

If Yes, please provide the title of the TPO:

### 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. 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:

T1-BEECH TREE-FELL & BEECH WITH MULTA INCLUDED DARK UNIONS & 2x ESTABLISHED GAWDERRMA FUNGUS BRACKETS  
G1-BEECH TREES-20% CROWN REDUCTION TO REDUCE BIOMASS MECHANICAL STRESS & WINDSAIL AREA OF TREE  
SLIGHT CROWN RAISE OVER NEIGHBOUR'S GARDEN

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:



## 8. 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):

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.

## 9. 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:

T1- OZEEH TREE WE ADVISE THIS TREE IS  
REMOVED DUE TO ITS ROAD SIDE LOCATION  
AND 2x ESTABLISHED GANODERMA  
FRUITING BOBIES

PICTURES SHOWING TREES TO BE WORKED  
• SKETCH PLAN SHOWING TREE LOCATION

## 10. 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. ☐

## 11. Declaration - Trees

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

Signed - Applicant:

[Redacted Signature]

Date (DD/MM/YYYY):

29.09.2019

(date cannot be pre-application)

## 12. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

[Country code box] [National number box] [Extension number box]

Country code: Mobile number (optional):

[Country code box] [Mobile number (optional) box]

Country code: Fax number (optional):

[Country code box] [Fax number (optional) box]

Email address (optional):

[Email address (optional) box]

## 13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

[Country code box] [National number box] [Extension number box]

Country code: Mobile number (optional):

[Country code box] [Mobile number (optional) box]

Country code: Fax number (optional):

[Country code box] [Fax number (optional) box]

Email address (optional):

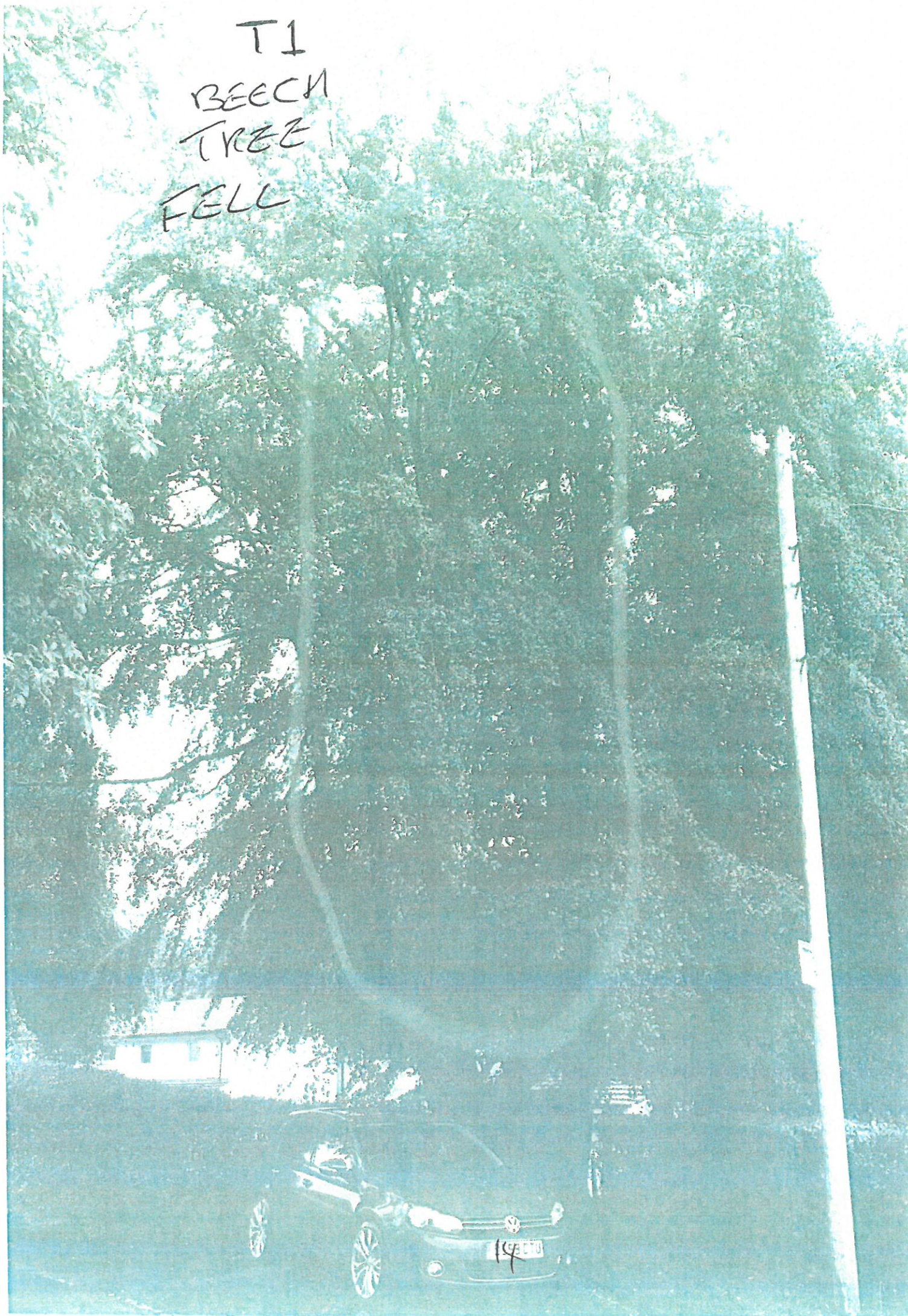
[Email address (optional) box]



T1  
BEECH  
TREE  
FELL



T1  
BEECH  
TREE  
FELL

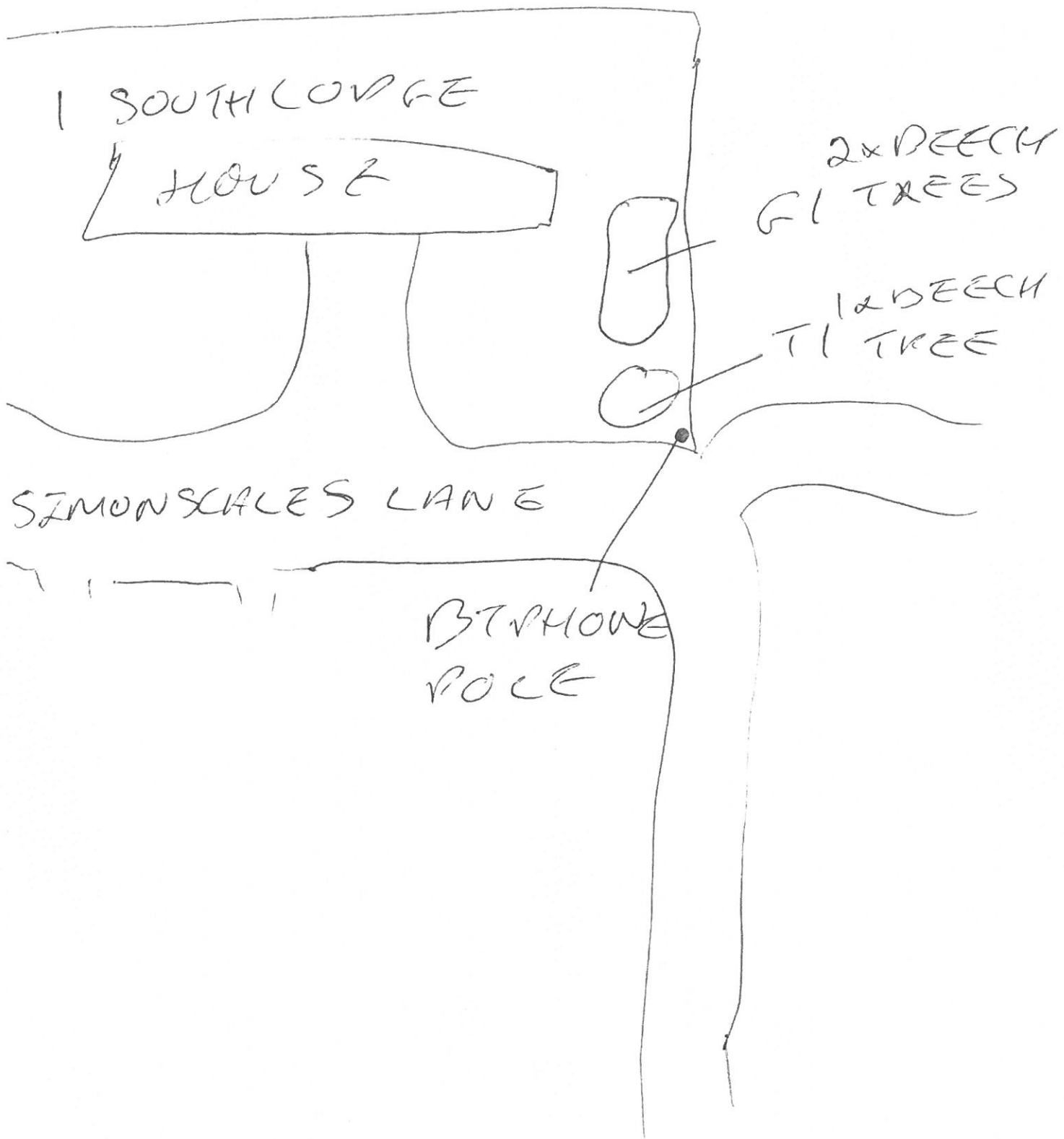




G1  
2x BEECH —  
TREES

20% CROWN  
REDUCTION







Agenda Item 9a)

# 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
2344	112364	£25.00	£0.00	£25.00	04/10/19	S P Martin Electricals Limited - Repairs to ground floor light	£25.00
2345	112365	£20.00	£0.00	£20.00	04/10/19	Allerdale Borough Council - Raffle Licence	£20.00
2346	112366	£37.50	£0.00	£37.50	04/10/19	Cockermouth & District Civic Trust - Town Trail	£37.50
2347	112367	£26.40	£4.40	£22.00	04/10/19	Harmony EPoS Solutions Ltd - Till Rolls	£26.40
2348	112368	£23.60	£1.12	£22.48	04/10/19	Npower Ltd - Electricity @ Town Hall	£23.60
2349	112369	£10,314.52	£0.00	£10,314.52	04/10/19	Zurich Municipal Insurance Company - Insurance	£10,314.52
2350	112370	£150.00	£0.00	£150.00	04/10/19	Reverb Stage and Sound Services - Firework Display Production	£150.00
2351	112371	£33.60	£5.60	£28.00	04/10/19	POD North West Ltd - Playground Signs	£33.60
2352	112372	£50.00	£0.00	£50.00	04/10/19	S Brown - Petty Cash	£50.00
2353	112373	£1,200.00	£200.00	£1,000.00	04/10/19	PKF Littlejohn LLP - External Audit	£1,200.00
2354	112375	£68.61	£11.43	£57.18	04/10/19	WF Hygiene & Cleaning Services - Cleaning Supplies	£68.61
2355	112376	£3,523.20	£587.20	£2,936.00	04/10/19	W G Mackay Ltd - Remove and Disposal from Play Area	£3,523.20
2357	112378	£334.32	£55.72	£278.60	04/10/19	Blachere Illumination - Christmas Lights Supplies	£334.32
2358	112379	£31.84	£5.31	£26.53	04/10/19	WF Hygiene & Cleaning Services - Cleaning Supplies	£31.84
2359	112380	£355.20	£59.20	£296.00	04/10/19	Tivoli Services Ltd - Memorial Gardens Extra Works	£355.20
1		£120.00	£20.00	£100.00		MG Remove/Replace Bench	
2		£235.20	£39.20	£196.00		MG Play area/Bench paint	
2360	112381	£2,199.42	£366.57	£1,832.85	04/10/19	Tivoli Services Ltd - Tivoli Contract	£2,199.42
1		£1,839.42	£306.57	£1,532.85		MG Memorial Gardens Cont	
2		£360.00	£60.00	£300.00		OP Grass Cutting	
2361	112382	£176.72	£8.87	£167.85	04/10/19	Water Plus - Water Bill	£176.72
1		£99.05	£0.00	£99.05		TIC Water Bill	
2		£77.67	£8.87	£68.80		toile Water Bill	
2362	112383	£60.00	£0.00	£60.00	04/10/19	Luke Matear - Stage Act	£60.00

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
2363	112384	£30.00	£0.00	£30.00 04/10/19	Harry Bibby - Stage Act	£30.00
2364	112385	£260.00	£0.00	£260.00 04/10/19	Darling Manor - 2 Character Performers	£260.00
2365	112387	£250.00	£0.00	£250.00 04/10/19	Moss Bay Arts - Face Painter	£250.00
2366	112388	£350.00	£0.00	£350.00 04/10/19	Reverb Stage and Sound Services - Production and Crew for SWOD	£350.00
2367	122389	£350.00	£0.00	£350.00 04/10/19	Steve Wilson First Aid Associates - First Aid Cover	£350.00
2368	112390	£1,057.80	£176.30	£881.50 04/10/19	David Ogilvie Engineering Ltd - Items for Memorial Gardens	£1,057.80
2369	112391	£10.46	£0.00	£10.46 04/10/19	Austinwren - Trophy and Tray Engraved	£10.46
2370	112392	£24.00	£0.00	£24.00 04/10/19	Skylark Studios - Cockermouth Cards	£24.00
2371	112393	£170.00	£0.00	£170.00 04/10/19	Steve Wilson First Aid Associates - First Aid Cover for Fireworks	£170.00
2372	112394	£77.20	£0.00	£77.20 04/10/19	Cockermouth Paper Shop - Library Newspaper	£77.20
2373	112395	£33.60	£0.00	£33.60 04/10/19	POD North West Ltd - Playground Signs	£33.60
2374	112397	£13.08	£2.18	£10.90 04/10/19	WF Hygiene & Cleaning Services - Toilet Urinal Blocks	£13.08
2375	112398	£84.20	£14.03	£70.17 07/10/19	Viking - Paper and Card	£84.20
2376	112399	£4.39	£0.00	£4.39 07/10/19	Lakes Electrical Supplies Ltd - Light Replacement	£4.39
2377	112400	£41.77	£1.72	£40.05 07/10/19	Water Plus - Memorial Gardens Water Bill	£41.77
2378	112401	£2,180.63	£0.00	£2,180.63 07/10/19	Cumbria Coal Ltd - Tarn Close Depot Rent	£2,180.63
2379	112402	£17.92	£0.00	£17.92 08/10/19	C Middleton - Refund for Allotment	£17.92
2356	112404	£45.60	£7.60	£38.00 09/10/19	O A Taylor & Sons Ltd. - Bulbs	£45.60
2380	112403	£39,189.60	£6,531.60	£32,658.00 09/10/19	Caloo Limited - Supply and Install safety surfacing	£39,189.60
<b>Total</b>		£62,820.18	£8,038.85	£54,781.33		

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_





## COCKERMOUTH MUSIC SOCIETY

Patrons: Lord Egremont  
Robert Ponsonby C.B.E.

Registered Charity Number: 1037505

1<sup>st</sup> October, 2019

Julie Laidlaw  
Mayor  
Cockermouth Town Council  
Town Hall  
Market Street  
Cockermouth  
CA13 9NP

Dear Mayor

We have served the town for over 25 years providing high end classical music concerts, plus an annual concert at which young local musicians perform. We also arrange Master Classes from time to time for aspiring local musicians.

This year we have been hit by a not budget cost. Our website will no longer be maintained and we have to use a new provider. We feel it is essential to maintain a web site. Visitors to Cockermouth find us on the web site, the Charities Commission expect us to have one, and when we apply for any grants we always have to give details of our web site.

Attached is a copy of the quote for setting up the new site, and I am writing to ask if the Council would be willing to help us financially in some way with this problem.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Chris Bower".

Chris Bower – Hon. Treasurer

Hon Secretary: Susan Allison, Fell Edge, High Ireby, Wigton CA7 1HF. Tel: 016973 71397 email: [cmusoc@btopenworld.com](mailto:cmusoc@btopenworld.com)  
Web address: [www.cockermouth-music-society.org.uk](http://www.cockermouth-music-society.org.uk)

X Hon Treasurer: Chris Bower, 87 High Brigham, Cockermouth CA13 0TJ. Tel.: 01900 827811 X  
email [cchrisbower@icloud.com](mailto:cchrisbower@icloud.com).

## KCS Computer Solutions Quote



From:

Daniel Mace  
KCS Computer Solutions  
The Loft  
Braithwaite Farm  
Keswick, Cumbria CA12 5RY  
United Kingdom  
017687 75526  
daniel.Mace@kcssolutions.co.uk

Prepared for:

Angela Turner  
Cockermouth Music Society  
Westmoor House  
Lamplugh Road  
Cockermouth, CA13 0DH  
United Kingdom  
01900 823172  
angela.turner444@btinternet.com

Quantity	Description	Unit Price	Ext. Price
8.00	Design new page templates in similar style to current website	£60.00 GBP	£480.00 GBP
6.00	Add in all content from current website	£60.00 GBP	£360.00 GBP
1.00	Launch new website and integrate analytics + webmaster tools	£60.00 GBP	£60.00 GBP
1.00	Less special charity discount in memory of Arthur Allison	-£250.00 GBP	-£250.00 GBP
		<b>Subtotal:</b>	<b>£650.00 GBP</b>
		<b>UK-VAT @ 20%:</b>	<b>£130.00 GBP</b>
		<b>Total:</b>	<b>£780.00 GBP</b>

T: 017687 75526 E: info@kcssolutions.co.uk  
Registered in England. Company No. 4533301. Registered Office as above.  
All goods remain the property of KCS Ltd. until payment is received in full.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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

## Local Council Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-122029-1863

Insured Cockermouth Town Council

Business Parish / Town Council

Period of Insurance

From 08<sup>th</sup> October 2019

To 07<sup>th</sup> October 2020

and any other period for which cover has been agreed.

Renewal Premium £ 10,314.52

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number 65892311

Long term agreement active until 08<sup>th</sup> October 2022

Preparation Date 17<sup>th</sup> September 2019

Prepared by Mr Vincent Liu

**Policy Cover Declaration:**

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.



## Lines of Cover applying

### PART A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Town Hall, Cockermouth, Market Street, Cockermouth, Cumbria, CA13 9NP	£1,166,990	N/A	£0.00	£153,581.19	£0.00	£0.00	£0.00	£0.00	£0.00
2. Public Toilets, Bitterbeck Market Place, Market Place, Cockermouth, Cumbria, CA13 9NJ	£109,272	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Public Toilets, The Bush, Main Street, Cockermouth, Cumbria, CA13 9JS	£136,590	N/A	£0.00	£21,218.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Public Toilets, Harris Park, Brigham Road, Cockermouth, Cumbria, CA13 0BT	£67,749	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Public Toilets, Memorial Gardens, Mawsons Court, Cockermouth, Cumbria, CA13 9JX	£81,954	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Cockermouth Library, Cockermouth Library, 92 Main Street, Cockermouth,	£748,995	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Cumbria, CA13 9LU									
7. Victoria Hall, Town Hall, Market Street, Cockerthorpe, Cumbria, CA13 9NP	£537,991	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

**For Premises: 2, 3, 4, 5, 6, 7**

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

**For Premises: 1**

**Insured Perils applicable to Material Damage: 1-16**

**Excesses Applicable to Premises 1, 2, 3, 4, 5, 6 & 7**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (see pages 35 - 37)**

## PART B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		N/A		£53,000	24

For Premises: 2, 3, 4, 5, 6, 7

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1

Insured Perils applicable to Business Interruption: 1-16

### Operative Endorsements:

Section 5 – Special Extensions – 2 is held to be removed and restated as follows:

2. The insurance by this Part is extended to include loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:
  - (a)
    - (i) any occurrence of a Notifiable Disease (as defined below) at the **premises** or attributable to food or drink supplied from the **premises**
    - (ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Notifiable Disease
    - (ii) any discovery of a Notifiable Disease within 10 miles radius of the **premises**
  - (b) the discovery of vermin or pests at the **premises**
  - (c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
  - (d) any occurrence of murder or suicide at the **premises**.

### Special Provisions

- (d) 'Notifiable Disease' will mean illness sustained by any person resulting from:
  - (i) food or drink poisoning
  - (ii) one of the following specified human infectious or human contagious diseases:
 

Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever
Dysentery	- Smallpox



Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis
Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

(b) For the purposes of this Special Extension:

- (i) 'Indemnity Period' will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied (or in the case of (d) above, with the date of the occurrence) and ending not later than the Maximum Indemnity period thereafter

'Maximum Indemnity Period' will mean 3 months

- (ii) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.

(c) The **insurer** will not be liable under this Special Extension for:

- (i) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the **insured** or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto
- (ii) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.
- (d) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.
- (e) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto.
- (f) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident and then only for an amount not exceeding £250,000 or the Sum Insured whichever is the lesser.

## PART C – All Risks

### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£232,509	£100
Gates and Fences	£50,923	£100
Playground equipment	£127,308	£100
War Memorials	£136,003	£100
Ground Surfaces	£14,190	£100
Mowers and Machinery	£31,827	£100
Sports Equipment	£38,192	£100
Civic Regalia	£12,539	£100

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (see pages 35 - 37)

**PART D – Money**

**Limit any one loss**

- |  |          |
|--|----------|
| 1. Loss of Non-Negotiable <b>money</b> in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):                  | £250,000 |
| 2. Loss of other <b>money</b> :  |          |
| (a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe | £5,000   |
| (b) in the private residence of any member or employee   | £250     |
| (c) in the premises  |          |
| (i) in the custody of or under the actual supervision of any member or employee  | £5,000   |
| (ii) in locked safes or strongrooms  | £5,000   |
| (iii) in locked receptacles other than safes or strongrooms  | £250     |

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) (*see page 38*)

**Operative Endorsements:**

'In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'



## **PART E – Public Liability**

### **Limit of Indemnity:**

£15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### **Operative Endorsements:**

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### **Clean Up Costs**

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### **Remediation**

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### **Enforcing Authority**

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### **Cover**

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The insurer shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

2. Section 14 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**.

## 5. Officials Indemnity

### Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

**PART F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

1. Section 3 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the territorial limits

**PART G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

**PART H – Libel and Slander**

**Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower



## PART N – Fidelity Guarantee

### Persons Guaranteed:

All members and employees

### Sum Insured

£500,000

Excess: £100 each and every loss

## PART O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

Capital Sum

£100,000

Weekly Sum

£75

Cover

Sections 2 and 3 - Accident and Assault Cover

#### Volunteers

Capital Sum

£100,000

Weekly Sum

£75

Cover

Sections 2 and 3 - Accident and Assault Cover

#### Directors/Councillors

Capital Sum

£100,000

Weekly Sum

£75

Cover

Sections 2 and 3 - Accident and Assault Cover

### Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

## PART P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

### Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
(b) Not operative	
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

The following is also operative: EPL Extension  
Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the insurer has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

### Insured Incident

The insurer will negotiate for the insured's legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the insurer has the right to select the method of enforcement, or to forego enforcing judgment if the insurer is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity

provided by this section if the debt is due within the first 90 days of the indemnity provided by this section

b) the recovery of money and interest due from another party where the other party intimates that a defence exists

c) any claim relating to:

i) any settlement payable under an insurance policy

ii) any lease, licence or tenancy of land or buildings

iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles

d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.





Accountants &  
business advisers

Mrs Sheila Brown  
Cockermouth Town Council  
Town Hall  
Market Street  
COCKERMOUTH  
CA13 9NP

Our ref CU0064  
SAAA SB02126  
ref  
Email sba@pkf-littlejohn.com

11 September 2019

Dear Mrs Brown

**Cockermouth Town Council**

**Completion of the limited assurance review for the year ended 31 March 2019**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Cockermouth Town Council for the year ended 31 March 2019. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

**Fee**

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • [www.pkf-littlejohn.com](http://www.pkf-littlejohn.com)  
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.



send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2<sup>nd</sup> Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference CU0064 or Cockermouth Town Council as a reference when paying by BACS.

### **Timetable for 2019/20**

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
  - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.

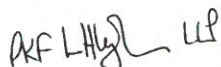
If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

### **Feedback on 2018/19**

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: [https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction\\_survey\\_2018-19.docx](https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx)

Yours sincerely



PKF Littlejohn LLP

## Cockermouth Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Cockermouth Town Council</b> for the year ended 31 March 2019 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b>
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Cockermouth Town Council</b> on application to:	
(a) <u>Sheila Brown, Town Clerk / RFO</u> <u>Town Hall, Market Street</u> <u>Cockermouth, Cumbria</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>10 - 2.30pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£1.20</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>S Brown</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>13/9/19</u>	(e) Insert the date of placing of the notice



## 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' means that this authority:
	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:

15/5/19

and recorded as minute reference:

9f

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

Chairman

JM Laidlaw

Clerk

Steve Brown

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

www.cockermouth.org



## 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

*Shane Bma*

Date

15/5/19

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

15/5/19

as recorded in minute reference:

9f

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

*Jim Laidlow*



## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

COCKERMOUTH TOWN COUNCIL – CU0064

### 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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None.

### 3 External auditor certificate 2018/19

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

11/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Admin - Cockermouth TC

---

**From:** Policy Team <policy@allerdale.gov.uk>  
**Sent:** 25 September 2019 17:33  
**To:** Policy Team  
**Subject:** Allerdale Borough Council draft Council Plan 2020-30 - Consultation  
**Attachments:** Council Plan 2020-30\_consultation-draft\_final.pdf

Dear Clerk

Please find attached the draft of the Council Plan for Allerdale Borough Council. The consultation provides an opportunity for you to review and comment on the priorities proposed by the Leadership of the Council for the next ten years.

You will also find the consultation at <https://cumbria.citizenspace.com/allerdale-borough-council/draft-council-plan-2020-2030/> where there is an online survey to complete. Alternatively responses can be made in writing. The consultation closes on 7 November 2019.

We would be grateful if you could circulate the consultation to your town/parish councillors and would welcome comments on our future Council Plan proposals on behalf of your town or parish council. Please also feel free to respond as individual residents and to forward details of the consultation on to any other colleagues or associates you think may be interested.

In addition, there will be an opportunity to discuss the draft Council Plan at the three tier meeting (organised by CALC) being held on 24 October 2019 which the Leader of Allerdale Borough Council, Councillor Marion Fitzgerald will be attending.

Regards

**Alex Fitzgerald | Policy Manager (Corporate, Performance and Information)**  
Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ  
T: 01900 702719 | E: [policy@allerdale.gov.uk](mailto:policy@allerdale.gov.uk) | W: [www.allerdale.gov.uk](http://www.allerdale.gov.uk)

PRINT IT  
OFF

***Making Allerdale a great place to live, work and visit***



Please consider the environment - do you really need to print this email?

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Allerdale Borough Council  
Allerdale House, Workington, Cumbria, CA14 3YJ

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Twitter: <https://twitter.com/allerdale>  
Facebook: <https://www.facebook.com/Allerdale/>

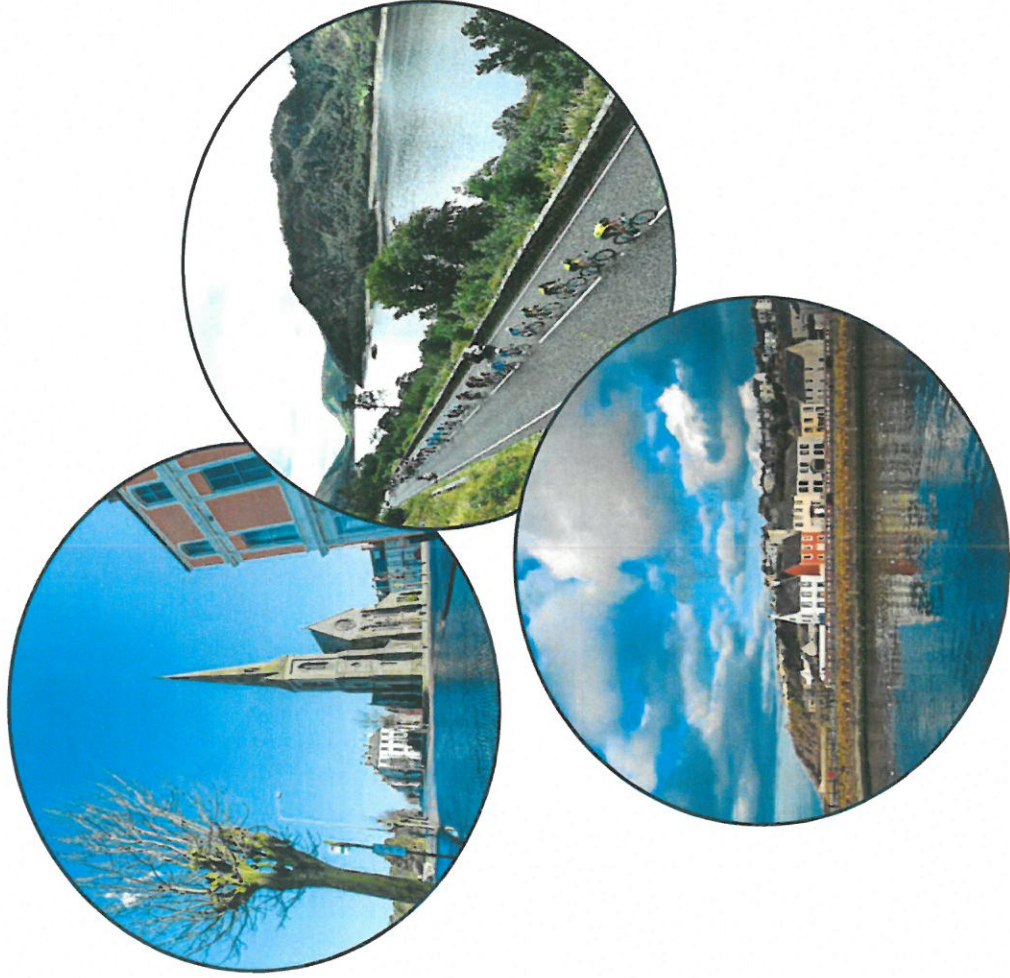
Download our new app, **myAllerdale**, from the [Google Play](#), [Apple](#) and [Microsoft](#) stores. Report problems, find information and access our services. Or see our website for details: <https://www.allerdale.gov.uk/en/contact-us/>

### **EMAIL DISCLAIMER**

The views expressed in this document are those of the individual and are not necessarily the same as the Council's.

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# Council Plan 2020 – 2030

CONSULTATION DRAFT

24 September – 7 November 2019



# Introducing our Council Plan

This is our proposed Council Plan for the next ten years. We hope that you can take the time to read through it and give us your views.

In putting this plan together we have developed the priorities and objectives that we believe will help to make Allerdale a place where our communities can thrive. To ensure that everyone can prosper in our area we need to work towards a sustainable future – for our economy, our environment, and our communities – as well as creating a sustainable footing for the Council so that we can continue to provide the services that our communities need.

There are key things that we need to do to deliver a sustainable future including: making sure that the Council is on a sound financial footing; ensuring we deliver high quality services; making sure our neighbourhoods are clean and tidy as well as addressing wider environmental issues; supporting our towns as key service centres for all of our communities; taking action to ensure we have the right homes in the right places; supporting our communities to be healthy, active and engaged; and investing to support businesses so there are good employment opportunities to keep people in and attract people to Allerdale.

We recognise that only through collaborating with others will we achieve our ambitions for our area. Building positive partnerships with the people and communities we serve and our partners in the public, private and voluntary sectors is key to all of the ambitions set out in this plan and it will be vital for us to make sure that we fulfil our role as local leaders able to influence and work well with others. We will be inviting comments on this draft Plan from a wide range of organisations and people so that they can give us their views as our plans take shape.

We believe in the importance of being open and transparent in all that we do, providing the public with the information that they need to decide if we are performing well and responding to their needs. So we will regularly report on progress against our Council Plan.

We welcome any views that you have on the draft Council Plan to help us shape our plans for the future.

**Councillor Marion Fitzgerald**  
**Leader of Allerdale Borough Council**



## Our priorities:

- A financially secure council
- Outstanding local services
- Thriving towns and villages
- Invest to grow
- A cleaner, greener Allerdale
- Resilient communities



## A financially secure council

### To achieve this we will:

- Address the budget deficit
- Become self-sufficient by 2030
- Become more commercial
- Become more efficient

## Outstanding local services

### To achieve this we will:

- Make it easy for customers to contact us
- Ensure we get it right first time
- Be bold in our use of technology
- Look at different and better ways to deliver services

## A cleaner, greener Allerdale

### To achieve this we will:

- Make sure our neighbourhoods are clean and tidy
- Reduce waste and increase recycling
- Improve and protect our open spaces and green infrastructure
- Ensure environmental sustainability is at the heart of our policies
- Use our assets to encourage green technology

## Thriving towns and villages

### To achieve this we will:

- Create deliverable town plans that enable our towns to adapt to the changing nature of the high street
- Give people a reason to visit our towns (festivals, events, cultural and sporting activities, markets)
- Support businesses (with advice, finance, and accommodation)
- Ensure there are suitable, affordable, decent homes for all
- Increase the number of people living in our town centres
- Build communities, not just homes

## Invest to grow

### To achieve this we will:

- Use our asset portfolio to create new or different opportunities (at Lillyhall, Oldside, Reedlands Road, and Derwent Valley)
- Develop a housing company to provide the right homes in the right places at the right price
- Utilise the Allerdale Investment Partnership, the Local Enterprise Partnership and Britain's Energy Coast to stimulate growth
- Work with partners on key economic sites and opportunities

## Resilient communities

### To achieve this we will:

- Promote healthy, active lifestyles
- Address community safety issues
- Engage with our communities, and our town and parish councils
- Prevent and reduce homelessness
- Address inequalities
- Collaborate with others to support our area and our communities



# Consultation questions:

1. Do you agree with the priorities set out in the draft Council Plan 2020-2030?
2. Do you agree with the objectives identified under each of the priorities?
3. Is there anything that you think should **not** be included in the Plan?
4. Is there anything missing (key challenges or issues) that you think should be included in the Plan?

A consultation is available on the Allerdale Borough Council website at: [www.allerdale.gov.uk/consultation](http://www.allerdale.gov.uk/consultation)

**Please submit your response by 7 November 2019.**

If you would prefer to respond by email or in writing or to request a hard copy of the survey please contact Strategy, Policy and Performance:

Telephone: 01900 702719

Email: [policy@allerdale.gov.uk](mailto:policy@allerdale.gov.uk)

Allerdale Borough Council

Allerdale House

Workington

Cumbria

CA14 3YJ



Our Ref: Allerdale Local Plan (Part 2): Main Modifications

This matter is being dealt by: Planning Policy

Direct Line: 01900 702790

E-Mail: [siteallocations@allerdale.gov.uk](mailto:siteallocations@allerdale.gov.uk)

Agenda Item 10b)



19 September 2019

Town and Parish Councils

Dear Sir/Madam

### **Allerdale Local Plan (Part 2) (Site Allocations) – Main Modifications Consultation**

The Council submitted the Allerdale Local Plan (Part 2) to the Secretary of State for Housing, Communities and Local Government for examination in January 2019, and public hearings were held during May 2019. As a result of representations received and following the public hearings a number of amendments are proposed to the plan.

The proposed changes are set out in the Schedule of Main Modifications and Schedule of Map Modifications. The Planning Inspector who conducted the hearings has asked that the modifications be subject to a six week period of consultation; all representations will be forwarded to the Inspector who will consider them prior to issuing his report on the plan.

**The Council is now seeking representations on the following:**

- **Schedule of Main Modifications.**
- **Schedule of Map Modifications and associated Maps**
- **Sustainability Appraisal Addendum**
- **Updated Habitats Regulations Assessment**

*Please view  
On line  
- Too lengthy  
to print off*

A Track Changes version of the Local Plan has been published for reference purposes to support the consultation, and a list of minor modifications has also been produced which contain amendments that cover corrections to punctuation or typing errors, and as such do not alter the content of the Local Plan and therefore are not included in the consultation.



**Allerdale - a great  
place to live,  
work and visit**

**Allerdale Borough Council  
Allerdale House  
Workington  
Cumbria CA14 3YJ  
Tel: 0303 123 1702**

The Consultation does not concern those parts of the Local Plan where modifications are not proposed. There is no need to repeat previous representations.

The six week consultation period commences on Friday 20 September 2019.

Comments must be submitted in writing, using the comments form provided, by no later than 4pm **Friday 1 November 2019**.

The Schedule of Main Modifications and Map Modifications, addendum to the Sustainability Appraisal and updated Habitat Regulations Assessment are available to view and download on the Council's website, along with the comments form, guidance notes and supporting documentation: [www.allerdale.gov.uk/siteallocations](http://www.allerdale.gov.uk/siteallocations).

Copies are also available to view at the Council Offices, Allerdale House, New Bridge Street, Workington during normal office hours: 8:45am - 5.00pm Monday to Thursday and 8:45am - 4:30pm on Fridays. They can also be viewed at the following locations during their normal opening hours:

<b>Aspatria</b> Library & Local Link	The Brandraw , Aspatria CA7 3EZ
<b>Cockermouth</b> Library Link & Customer Services Centre (Allerdale Borough Council)	Main Street, Cockermouth CA13 9LU
<b>Maryport</b> Customer Services Centre (Allerdale Borough Council)	Town Hall, Senhouse Street, Maryport CA15 6BH
<b>Maryport</b> Library	Lawson Street, Maryport CA15 6ND
<b>Silloth</b> Library	The Discovery Centre, Liddell Street, Silloth CA7 4DD
<b>Wigton</b> Library	High Street, Wigton CA7 9PE
<b>Wigton</b> Local Link Community Office	Market Hall, Wigton CA7 9AA
<b>Workington</b> Library	Vulcans Lane, Workington CA14 2ND

Representations on the **schedule of main and map modifications, updated Habitats Regulations Assessment and addendum to the Sustainability Appraisal**, must be made in writing using the comments form and sent either by email or post to arrive no later than **4pm Friday 1 November 2019** to:

Planning Policy  
Allerdale Borough Council,  
Allerdale House,  
Workington  
CA14 3YJ

[siteallocations@allerdale.gov.uk](mailto:siteallocations@allerdale.gov.uk)

Comments forms are available at the venues listed above and electronically on the Council's website: [www.allerdale.gov.uk/siteallocations](http://www.allerdale.gov.uk/siteallocations)

Hard copies of the form can also be requested by telephoning 01900 702790 or by emailing [siteallocations@allerdale.gov.uk](mailto:siteallocations@allerdale.gov.uk)

**Further advice and guidance can be obtained by contacting the Planning Policy team on 01900 702790 or by email, or by visiting the Allerdale Borough Council Website:**  
[www.allerdale.gov.uk/siteallocations](http://www.allerdale.gov.uk/siteallocations)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Nik Hardy', written in a cursive style.

Nik Hardy  
Head of Strategy, Policy and Performance





# The Rotary Club of Cockermouth

## CHARITY GOLF COMPETITION

held at

## COCKERMOUTH GOLF CLUB

Sunday 15th September 2019

## THANK YOU

Thank you very much for supporting our Annual Golf Competition

By courtesy of Cockermouth Golf Club we were able to organise a top quality competition for a large number of golfers (men, ladies and juniors) who took part and at the same time raise funds for the benefit of others.

Your contribution helped our club to raise over £1100 for charities and local organisations who are evermore dependent on the support of clubs such as ours.

Your continued support is greatly appreciated.

John Taylor

The Rotary Club of Cockermouth  
11 Harrot Hill  
Cockermouth  
CA13 0BL

[jtaylor570@btinternet.com](mailto:jtaylor570@btinternet.com) tel; 01900 827570

29 Derwentside Gardens  
Cockermouth

Cumbria

CA13 0JF.

15/09/2015.

Dear Madeline, I live in

Cockermouth on Derwentside Gardens

My house overlooks the river  
Derwent the public footpath  
and the old mill race.

There is a large sycamore  
tree very close to my garden  
which has increased in  
size over the large few years.  
and is now overhanging  
the garden. I wonder if  
the council would consider  
pollarding the tree.

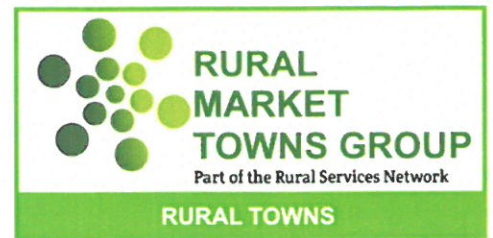
Thank you for

your consideration.

Madeline Kerr.

Agenda (Item 10d)





Dear Cockermouth Town Clerk and Town Councillors,

**Rural Services Network (RSN)** is seeking to establish a Rural/Market Towns Grouping to sit within its network. The towns approached we feel all serve as the centre or market place for the rural area surrounding them. We are approaching over 200 centres in seemingly diverse rural locations across England with the intention of setting up both a more comprehensive national rural network and a separate grouping.

All councils approached we hope are acting as key service and employment centres for their surrounding rural hinterland. The town (or large village in some cases) will have a population itself of between 3,000 and 30,000. *(The vagaries of whether or not the Councils approached have adopted s245 of the Local Government Act and put the name Town in their Council's title or whether they remain under the title 'Parish' is not important from our perspective.)* If you are one of the 200 rural centres we have selected we very much wish to work with you.

RSN is an organisation seeking to establish and present the rural view as well as evidencing and sharing best practice. We are concerned that, whilst treating other home countries differently, Government is often tempted to consider English issues through an urban looking glass and too frequently consider urban facing situations without giving any particular consideration to rural areas. We would like to change that and we think the right operational networks, such as the one proposed here, will very much assist. We attach diagrams showing how the new group would work as part of our extensive and growing network.

We feel at a time of material change, there needs to be some special consideration of rural matters and therefore our current call on Government is for a Rural Strategy

<https://www.rsnonline.org.uk/time-for-a-rural-strategy>

We also feel that Government needs to return to giving special attention to rural/ market towns as shopping habits change. It is absolutely vital to the national economy that 'market' towns remain buoyant and lively places and support their wider rural hinterlands.

We wish therefore to establish as part of our development as a Network, and as part of our current Call for a Rural Strategy from Government, a Rural/Market Towns Grouping that is representative of rural and towns and markets across the many rural areas of England. These are of course spread across very many diverse areas and are also spread across 200 Local Authorities. That statistic of 200 authorities has given us our starting point for this search so that a local council representing a town or large village in each of those authorities rural area is being approached. To establish successfully a Rural/Towns Group involving a rurally based centre serving each of those 200 differing hinterlands would constitute a really forceful message that rural areas are working together at a difficult time. This is why we are sending out this invitation at this time.

As you are acting as a council at the centre of one of those 200 rural areas we have selected, we wish to work with you. We hope to progress to an even wider ring of Rural/Market Towns over time however you are getting the first opportunity to be an inaugural member..... It is time for the local councils serving as centres of rural hinterlands to once again be properly acknowledged by government for the role they play nationally.



We have to charge a small fee as that is the only way we can operate as a Network but we hope this is low enough for it not to be too much of an issue. The fee will reflect your population size.



Towns with over 10,000 population - £150 per annum



Towns with over 5,000 population but with less than 10,000 people - £ 130 per annum



Towns with less than 5,000 population - £110 per annum

*(All subs incur VAT)*

The important question is can you make a difference by joining? We think that you can. Collectively we are sure we can get rural centres across England and their challenges given considerably more recognition.

At a time of material change we think it is vital that rural areas in England are provided with a national profile. As said we are calling on the Government to undertake and fund a Rural Strategy. There has been no exercise focusing on the rural aspects of England for many decades and given the current situation relating to rural areas it is really important a strategic approach is taken. We think the establishment of this Rural /Market Towns grouping is an important element in this national call. We attach our initial report in relation to this 'Call', 'Time for a Rural Strategy' which sets out why we think Government should develop a Rural Strategy which we hope your members will find helpful.

It is intended there will be 2 Meetings of the Group each year but we also seek to work remotely so attendance is not necessary to successful inputting. As we move forward it will be for the member local councils to set the agenda and the direction. The rural agenda and emphasis here is a very different one to other membership groups currently covering town and parish matters.

We need to know where we stand by the end of November on the approaches being made. Please could you let us know whether it's a yes or a no by responding to us before that date? To assist we will send this invitation by e mail and through the post.

We very much look forward to hearing from you.

Kindest Regards


David

David Inman  
Director  
Rural Services Network  
[www.rsnonline.org.uk](http://www.rsnonline.org.uk)  
01822 851370





# RURAL SERVICES NETWORK






## PARLIAMMENTARY







**RURAL VULNERABILITY GROUP OF MPs**



**Rural Fair Share Campaign**



**APPG ON RURAL SERVICES**




**HOUSE OF LORDS RURAL PANEL**




## COMMUNITY GROUP




PARTNER



**RHCA**  
THE RURAL HEALTH & CARE ALLIANCE




**RURAL ENGLAND**  
NETWORKING / RESEARCH / LEARNING



**THE RURAL COALITION**  
Rural Housing Alliance

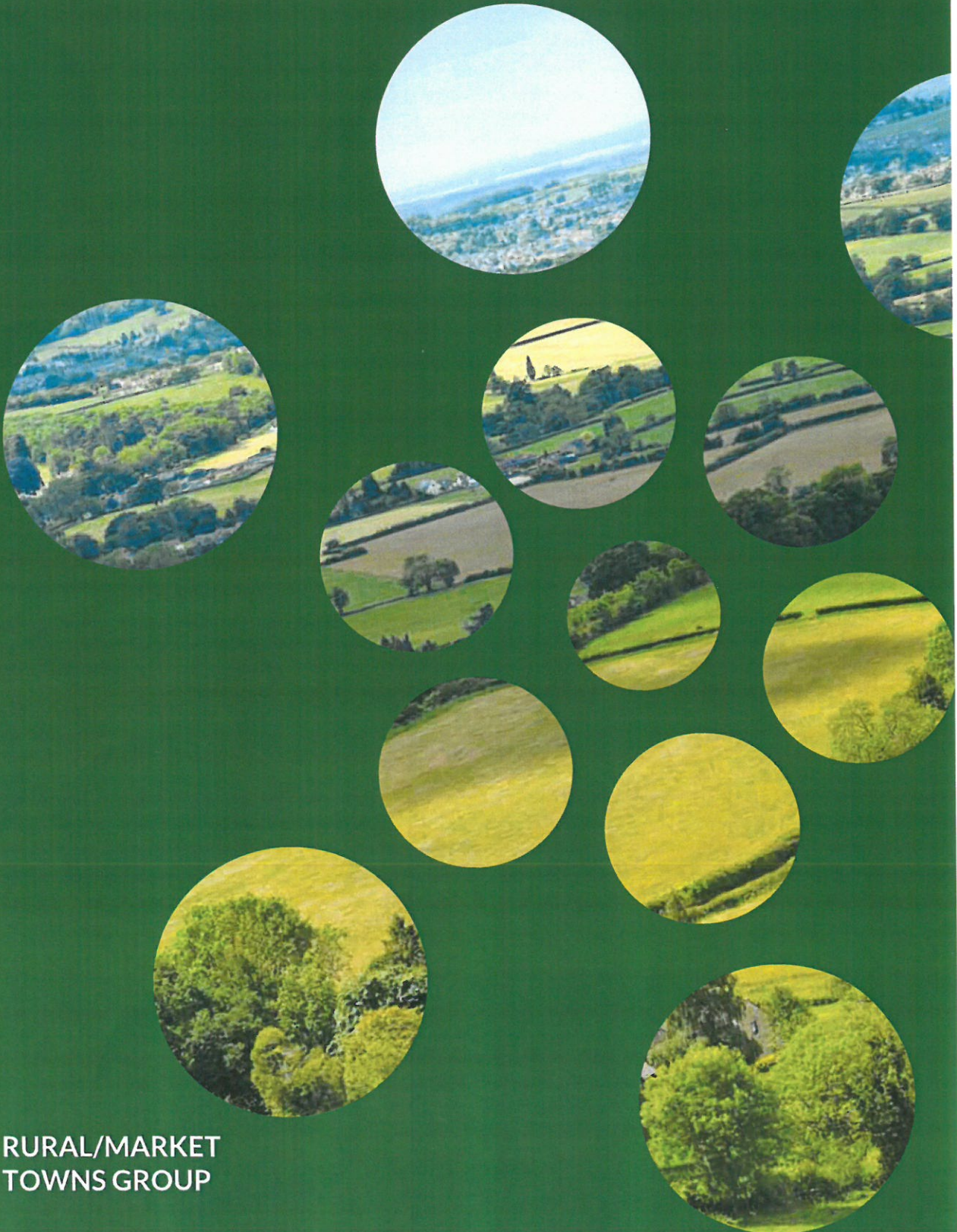
PARTNER



**NRCN**  
National Rural Crime Network



# The Rural/Market Towns Group



RURAL/MARKET  
TOWNS GROUP



# A RURAL/MARKET TOWNS GROUP- A FORMAL INVITE

We are a Special Interest Group of The Local Government Association representing Rural Areas across England. Our mission is to be the national champion for rural services, ensuring that people in rural areas have a strong voice. We have 127 Principle Authority members from across England. We also have a grouping of some 170 non- local authority service providers (the RSP) and we issue a Rural Bulletin weekly to around 23,000 rural contacts across England. We also issue a monthly Funding Digest of rural grant opportunities and Government consultations. The following links show our inter connection with Parliament and how we bring our members together. We show how a Rural Market Town Grouping could fit well into our network.

Our website is [www.rsnonline.org.uk](http://www.rsnonline.org.uk)

## What we do:

We aim to ensure rural issues are given a high profile, unfortunately we now find ourselves as the only organisation in England currently undertaking this vital work. Our network is the countries' largest rural network. We ourselves deliberately don't work from a grant or government funding base but from member subscription. We provide value for money to our members. This has allowed growth and continuity of operation together with the ability to make the rural case honestly and from within ourselves without fear of upsetting any external funding stream on which we may be dependent.

## What we have achieved to date:



The first general rural parliamentary groups in history



Better finance settlements for rural authorities



Continual Pressure on Government in relation to issues ranging from broadband to rural housing and vulnerability



The creation of Rural Crime, Rural Health and Rural Research organisations

## The facts:

There are many rural areas in England spun across 200 different local authorities. Only by working together can we present a cohesive approach to an urban facing government. It is easy for urban areas to gather support but more difficult for dispersed rural areas. We have to get rural messages across and backed if they are to properly be heard and acted upon.

## What we want from you:

The wider our membership the stronger the rural voice- it's a simple fact. We want to establish a Rural/Market Towns Group to allow towns a conduit into our services and policies and operation. We wish to see Rural Towns given the opportunity to establish the commonalities of their case and to be able to argue for it. We charge an annual subscription which is low and affordable but it's what it can give back that we wish to be judged upon.



## What we can give you back:



Formation of a dedicated Rural/Market Towns Group, offering some peer-to-peer networking and discussion opportunities (either face-to-face or online) and input into the national rural agenda. (Representation on this Group can be by Council Clerk or Member)



Development of a representational role, for example responding to selected public policy consultations or meeting with interested Parliamentarians. There is no rural or market or small towns APPG



Development of good practice and learning material related to the key policy areas and delivery challenges and opportunities for rural/market towns



Provision of a dedicated quarterly newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities (perhaps drawn from the Rural Funding Digest)



Where made possible by published material - provision of some benchmark statistics about rural/market towns



Management of occasional online surveys of the member rural/market towns, to gather comparative information about topics of particular interest to this grouping and to the RSN as a whole



Free RSN community membership for your local organisations



Entry onto a bulletin calendar of the major local rural/market town events



The ability to establish and present the collective voice of rural/market towns



The ability to say what your council think about English rural issues which affect their area as and when they arise



An expectation that those views will be taken forward



Full entitlement to attend, free of charge, any of the seven regional seminars and meetings based around specialist topics held around the country annually



Involvement in the English Rural Sounding Board system



Discounted rates at the National Rural Conference every September

## If you don't receive these currently you will also get:



The weekly Rural Bulletin



The monthly RSN Funding Digest



## Summary:

Our target is to form a Rural Market Towns Group of approximately 125 towns in 2019 and harness the argument of these rural areas. Both the town councils, people in the towns, and their surrounding hinterlands will be better placed to put their arguments across and contribute to the rural voice. We hope you can help us grow from the start!

As we exit the EU we are currently calling on government to produce a 'Rural Strategy' giving both direction and promise to rural areas. Our wish is that Rural and Market Towns should be given clear opportunities in such a Strategy. To date government has received this call somewhat negatively. It is only by working together and by establishing and pursuing common goals that your town can input into the national picture. Please back us to back your town and your area.

# LET'S BRING & ARGUE THE RURAL CASE TOGETHER

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If you would like further  
information about the  
Rural/Market Towns Group  
please contact us:

Rural Services Network  
Kilworthy Park,  
Tavistock, Devon  
PL19 0BZ  
01822 851370  
[www.rsnonline.org.uk](http://www.rsnonline.org.uk)  
[david.inman@sparse.gov.uk](mailto:david.inman@sparse.gov.uk)  
twitter: @rsnonline



RURAL/MARKET  
TOWNS GROUP



TOWN COUNCIL MEETING – October 2019  
CLERK'S REPORT

**Tourism and Publicity**

Visitor numbers for September 2019 – 616

**Allotments**

Works will be carried out next week to improve Plot 16, The Gote. It has been let in anticipation.

**Memorial Gardens**

The roundabout and surfacing works commenced on 30 September 2019. The Mayor officially opened it on Monday 7 October 2019.

**Twinning**

**36<sup>th</sup> Anniversary Visit to Marvejols**

Everything is in hand for this visit

**War Memorial Trust**

I am still awaiting payment.

**Allotments & Private Gardens Awards Evening**

The awards evening went very well, thank you to all those attended and assisted.

**Fireworks**

All is in hand for this event.

**Switch on Day**

All is in hand for this event. We still need donations of goods for the raffle prizes e.g. wine, chocolate, Christmas goods e.g. crackers etc.

**Christmas Card**

The Mayor has judged her Christmas card competition and the winners notified. The cards are being printed. The winners will be presented with their prizes in a future school assembly early in November 2019.

**Mayors Chain**

The chain has had its engraving updated.

**Deputy Mayor's Chain**

The chain has been cleaned and a small repair undertaken.



### **Christmas Closure**

The library/TIC will close on Christmas Eve at 12 noon and re-open at 10.00am on 2 January 2020.

The Town Hall office will close on Christmas Eve at 12 noon and re-open at 9.00am on 2 January 2020.

### **Hebron**

Mr & Mrs Collins thoroughly enjoyed their visit and have sent a letter of thanks for the hospitality shown.

### **Mayor's Coffee Morning**

This will now be held on Saturday 14 December at 10 am. Raffle prizes are required.

### **Trees**

Richard, Alan Kennon and I will meet Mr Ellstone at 1pm on 14 October 2019.

S Brown, Town Clerk

# Climate Emergency

## List of possible actions for town council

### 1. ACTIONS WHICH ARE QUICK, CHEAP, RELATIVELY EASY

- Cease providing plastic water bottles at TC events – **IN HAND**
- Express concerns about river pollution to MP / Environment Agency - **ACHIEVED**
- Scheme for shops / businesses to refill water bottles - **ACHIEVED**
- Tree-planting on council-owned land - **IN HAND**
- Green pages on TC website - **ACHIEVED**
- Work with others (eg Goodness and Grain, Wordsworth House etc) to provide recycling opportunities for Tetrapaks – **IN HAND**
- Work with other businesses to increase recycling facilities (eg Aldi /Lidl for clothing) – **IN HAND**
- Xmas lights – switch on slightly later each evening, off slightly earlier in morning?
- Reintroduce the 'Shop 10' scheme to encourage local shopping
- Carry out a 'green' survey of businesses asking them to score themselves against a set of criteria (eg recycling, use of plastic packaging etc)
- Where possible councillors to walk or cycle to meetings
- Encouraging shops to use paper bags
- Volunteers to provide advice on growing vegetables (like WW2 'Dig for Victory')



## 2. ACTIONS WHICH MAY REQUIRE WORKING WITH OTHER AUTHORITIES AND/OR THE PRIVATE SECTOR, AND WHICH MAY REQUIRE FUNDING

- Cease / restrict use of 'pesticides' on council land
- Plant wild-flower meadow areas in Memorial Gardens and/or elsewhere
- Work with Allerdale / business to provide electric vehicle charging points in town – **IN HAND**
- Work with Cumbria Woodlands to plant trees on council-owned land – **IN HAND**
- Provide bicycle racks in town centre
- Support / encourage cycling-friendly businesses
- Support carbon offset schemes run by local travel agents (tie in to tree planting)
- Neighbourhood Plan – specs for new builds on insulation, green energy etc.
- Town Council buildings – ensure insulation up to spec and energy from green supplier, (eg Good Energy or Ecotricity)
- Floral displays in town centre to use plants which attract bees and other pollinators.
- Work with local schools to discourage engine-idling in vicinity of schools
- Encourage county council to plant wildflower verges on approaches into town
- Install drinking fountain in town centre for refilling bottles (ideal for cyclists)
- Create a bee-garden
- Plant rowan trees (or other suitable species) in between the existing Main St trees to provide for the long-term
- Bikes paths / lanes / parking places / electric bike charging points
- Planting vegetables on council land
- Acquiring land for allotments
- Encouraging shops to sell more local produce
- Returnable town maps
- Town centre litter bins with separate compartments for plastic, paper and general rubbish

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### 3. LONGER-TERM AIM / AMBITION

- The aim of Cockermouth Town Council is for its activities to be carbon-neutral by 2030 at the latest. This will require an audit of the council's current carbon footprint and concerted efforts to reduce it. Some of the measures that will be necessary are included above, eg ensuring that town council buildings are fully insulated and that energy is purchased from 'green' suppliers.