

Cockermouth Town Council

8 July 2020

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held virtually using Microsoft teams on **Wednesday 15 July 2020 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 17 June 2020 (pages 1-3)

3. To authorise the Mayor to sign as a correct record the minutes of the last special planning meeting held on 2 July 2020 (pages 4-5)

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. 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

7. Planning Matters

- a) To make recommendations upon various planning applications (**page 6**)
- b) To make recommendations upon an application for tree works (**pages 7-12**)

8. Financial Matters

- a) To agree the attached schedule of payments (**page 13**)



Town Hall, Market Street
Cockermouth
Cumbria CA13 9NP

Tel: 01900 821869

Fax: 01900 827166

Email:
cockermouthtowncouncil
@btconnect.com

Website:
www.cockermouth.org

Town Clerk
Sheila Brown



Joint Winners
Council of Europe Year 2000
Europe Prize

Previous Awards
Plaque of Honour, Flag of Honour
European Diploma



Twin Town
Marvejols, France



A Fairtrade Town

9. Correspondence

- a) Briefing regarding the Cumbria Dark Skies Project (**pages 14-15**)
- b) To consider whether or not to support the 'About Face' campaign to encourage people to use face coverings in shops (**page 16**)

10. Clerks Report (page 17-18)

11. Proposed National Model Code of Conduct – To comment upon proposed new code (**pages 19-31**)

12. Social Media – To reconsider the use of social media to share useful information about Cockermouth using platforms such as Facebook and Twitter and encourage comment and feedback which is polite and constructive

Press and Public Welcome

Minutes of a Meeting of Cockermouth Town Council held virtually on Wednesday 17 June 2020 at 7.00pm

Present: Councillor J Laidlow (Mayor)
Councillor S Barnes
Councillor I Burns
Councillor A Kennon
Councillor D Malloy
Councillor S Nicholson
Councillor A Semple
Councillor A Smith
Councillor C Smith
Councillor A Tyson
Councillor R Watson

Apologies: Mrs G Bennion

Also Present: A member of the press & Councillor Rebecca Hanson

16 Minutes

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the last meeting held on 21 May 2020.

17 Declaration of Interest

None declared.

18 Mayor's Announcements

The Mayor had attended no functions since the last meeting due to covid-19.

19 Police Report

Resolved – That this item be removed from all future meetings.

20 Public Participation

There was no public participation

21a Planning Applications

The following application was circulated due to time constraints: -

LBC/2020/0016

LBC for internal alterations and improvements to rear porch.

Kirkgate House

Recommended - Approval

21b Tree Works

Resolved – That the various tree works outlined in WTPO/2020/0013 be approved.

22 Schedule of Payments

Resolved – That the schedule of payments in the sum of £10,675.05 be formally approved for payment.

23 Correspondence

23a Emergency Active Travel Funding

Further to Minute 14 (2020/21), Cumbria County Council had received confirmation that £233,000 had been allocated as part of the first tranche.

The following schemes were identified for Cockermouth:-

Market Place – close off Market Place to through traffic, allowing more open spaces for pedestrians and cyclists with the use of planters.

Station Street – provide separate cycleway facility by way of barriers and temporary extension of footway width to help social distancing.

Lorton Street junction and Gallowbarrow – create a number of bike boxes on approach to traffic lights/crossroads.

Temporary modifications to the pavement on the right hand side of Station Street were already in situ. Little consultation had been undertaken. Concern was expressed regarding the effectiveness of the barriers and complaints had been received regarding lack of parking for deliveries.

Resolved – That the Town Clerk writes to officers are CCC and ABC regarding the ineffectiveness of the barriers on Station Street and the issues with deliveries, that she enquires what will happen if the 2m distancing is reduced to 1m and that she requests that the Town Council be consulted on plans for Market Place prior to any decision being made.

23b Change to Allotment Letting Criteria

Those present considered a request from a resident on our allotments waiting list to consider whether it would be possible to reserve one of two plots (perhaps divided into 2 or 3) for applicants with no garden of their own.

Resolved – (a) That the policy remains as is.

(b) That more land for use as allotments be sought.

24 Clerk's Report

Resolved – a) That the content of the report be noted.

b) That our public conveniences remain closed and we monitor the situation closely over the next few weeks.

c) That councillors judge the allotments/private gardens prior to the next meeting and that an Awards Evening be held only if safe to do so.

The meeting closed at 8.06 pm

Minutes of a special planning meeting of Cockermouth Town Council held virtually on Thursday 2 July at 7.00pm

Members

J Laidlow (Mayor)

S Barnes
I Burns
J Laidlow
S Nicholson

G Bennion
A Kennon
D Malloy
A Tyson

Apologies: Councillor A Smith, Councillor C Smith & Councillor Semple

25 Declaration of Interest

None declared.

26 Public Participation

There was none.

27 Planning Applications

The following planning applications were considered at the meeting:-

HOU/2020/0091

Two storey extension

21 Caldecote Avenue

Recommended – approval

FUL/2020/0214

Replace single glazed sliding sash wood windows with double glazed sliding sash UPVC windows

15, The Fallows

Recommended – Approval

HOU/2020/0095

Part single, part two storey extension

22 Oaktree Crescent

Recommended – Approval

28 Tree Works

Resolved – That the felling of a goat willow and another unknown tree, The Sidings, Station Road be approved.

The meeting closed at 7.11pm

Ref: **HOU/2020/0102**

Works Proposed: Proposed single storey porch extension to side of property

Address: 17 Willow Lane, Cockermouth

Ref: **VAR/2020/0010**

Works Proposed: Variation to condition 1 on approved application FUL/2019/0115, to allow plot 1 to allow attic space

Address: Land on the North East Side of Lorton Road, Cockermouth

Ref: **FUL/2020/0126**

Works Proposed: Change of use from Beauty Business (Suis Generis) to Financial and Professional Services (A2) and additional wall mounted inverted heat pump system

Address: 39B Market Place, Cockermouth

Ref: **HOU/2020/0104**

Works Proposed: Single storey flat roof extension to rear

Address: 68 Woodville Park, Cockermouth

Ref: **FUL/2020/0145**

Works Proposed: Proposed detached three bedroom house

Address: Land to rear of 56 Slatefell Drive, Cockermouth

Ref: **HOU/2020/0103**

Works Proposed: Proposed two storey side extension

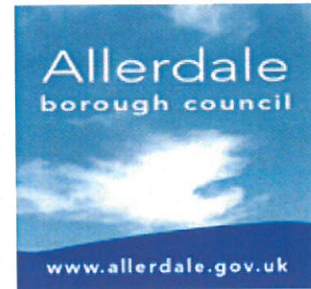
Address: 6 Parkhouse Lane, Cockermouth

Our Ref: CAT/2020/0020

This matter is being dealt with by: Kerry McCartney

Direct Line: 01900 01900 702743

Email: planning@allerdale.gov.uk



01/07/2020

Cockermouth Town Council
Town Hall
Cockermouth
Cumbria
CA13 9NP

Dear Sir/Madam

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

Applicant: Mr Peter Roberts
Proposal: Removal of T1 semi mature willow and crown reduction of up to 30% of T2 semi mature sycamore
Site: 8 Market Place Cockermouth

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

In order to ensure that applications are dealt with as quickly as possible I would be grateful if you could reply by **22/07/2020**. Representations received after this date may be too late to influence the Local Planning Authority's decision on this application.

Could you please mark any correspondence for the attention of Kerry McCartney and could you please quote the reference number **CAT/2020/0020**.

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

Yours faithfully

Kerry McCartney

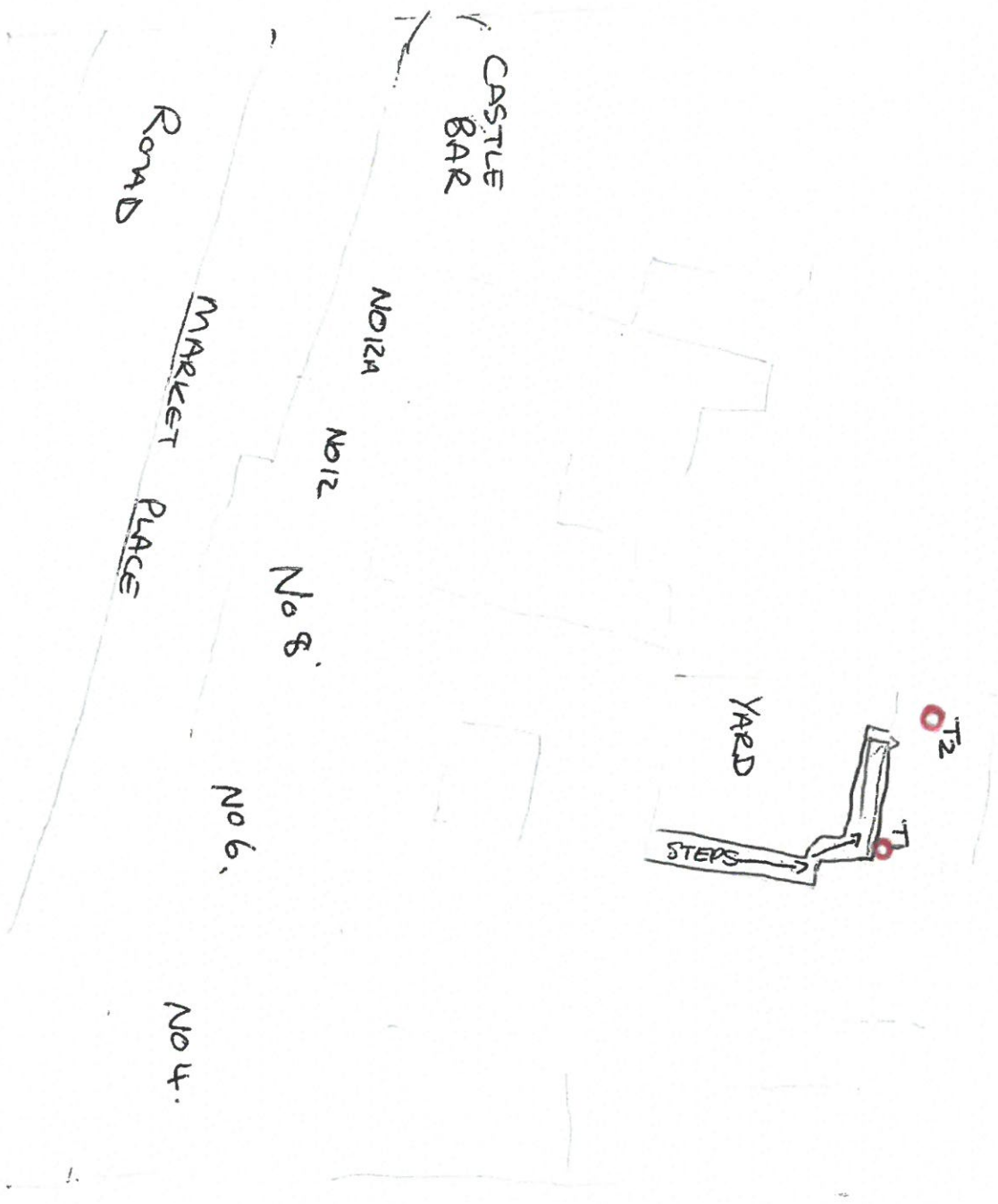
Kerry McCartney



Allerdale - a great place
to live, work and visit

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

(S1)



T1 - willow

T2 - sycamore

Planning Department
Allerdale Borough Council
Allerdale House
Workington
CA14 3YJ

0303 131702

Allerdale Borough
Council

26 JUN 2020

RECEIVED



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

Town and Country Planning Act 1990

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

Publication of applications on planning authority websites

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

Please complete using block capitals and black ink.

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

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

1. Applicant Name and Address	2. Agent Name and Address
Title: <input type="text" value="MR"/> First name: <input type="text" value="PETER"/>	Title: <input type="text" value="MR"/> First name: <input type="text" value="DALE"/>
Last name: <input type="text" value="ROBERTS"/>	Last name: <input type="text" value="MOORE"/>
Company (optional): <input type="text"/>	Company (optional): <input type="text" value="WALL & TREE COCKERMOUTH"/>
Unit: <input type="text"/> House number: <input type="text" value="8"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text" value="27"/> House suffix: <input type="text"/>
House name: <input type="text"/>	House name: <input type="text"/>
Address 1: <input type="text" value="Market Place"/>	Address 1: <input type="text" value="SUNSCALE AVENUE"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text" value="COCKERMOUTH"/>	Town: <input type="text" value="COCKERMOUTH"/>
County: <input type="text" value="CUMBRIA"/>	County: <input type="text" value="CUMBRIA"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text" value="CA13 9NQ"/>	Postcode: <input type="text" value="CA13 9DY"/>

3. Trees Location

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

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

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

Description:

Trees are in rear garden on terrace 30 feet above rear yard.
access through clients property or via rear of castle bar.

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

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

6. Tree Preservation Order Details

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

NA

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

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

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

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

- ① Semi-mature willow - full removal to allow ingress of natural light (excessive shading of rear yard)
- ② Semi-mature sycamore - crown reduction of up to 30% to allow ingress of natural light (shading of rear yard)
- Both trees are on terrace area approx 30 feet above

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

near yard. accessed via steps. (see S1 - sketch map)

8. Trees - Additional Information

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

For all trees

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

For works to trees covered by a TPO

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

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

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

Subsidence

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

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

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

Documents and plans (for any tree)

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

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

S1 - sketch map

9. Authority Employee / Member

With respect to the Authority, I am:

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

Do any of these statements apply to you?

☐ Yes

☒ No

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

N/A

10. Application For Tree Works - Checklist

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

Sketch Plan

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



For all trees

(see Question 7)

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



For works to trees protected by a TPO

(see Question 7)

Have you:

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



11. Declaration - Trees

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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

19/6/20

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

12. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

01900

828947

Country code: Mobile number (optional):

07907 225316

Country code: Fax number (optional):

Email address (optional):

moose.moore@live.co.uk

Electronic communication - If you submit this form by fax or e-mail the LPA may communicate with you in the same manner.

(Please see guidance notes)

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
82	112564	£2,199.42	£366.57	£1,832.85	01/06/20	Tivoli Services Ltd - Ground Maintenance- June inv 00017797	£2,199.42
1		£1,839.42	£306.57	£1,532.85		MG mem gardens	
2		£360.00	£60.00	£300.00		OP 4 play areas	
74	112556	£396.00	£66.00	£330.00	07/07/20	POD North West Ltd - Sanitising Stations	£396.00
1		£198.00	£33.00	£165.00		TH TH	
2		£198.00	£33.00	£165.00		TIC library	
75	112557	£420.00	£70.00	£350.00	07/07/20	Nicol Landscapes Ltd - Basic Tree Survey - Mem Gardens	£420.00
76	112558	£336.00	£56.00	£280.00	07/07/20	Tivoli Services Ltd - Paint roundabout Mem Gardens play area	£336.00
77	112559	£373.59	£28.51	£345.08	07/07/20	Npower Ltd - electricity charges	£373.59
1		£115.02	£5.49	£109.53		TIC Library x 4 invoices - se info	
2		£15.61	£0.74	£14.87		toile Harris Park Toilets x 2 i	
3		£90.15	£9.65	£80.50		toile Bitterbeck toilets x 2 inv	
4		£135.98	£11.83	£124.15		toile Main Street toilets x 2 ir	
5		£16.83	£0.80	£16.03		toile mem gardens toilets x 2	
78	112560	£12.00	£2.00	£10.00	07/07/20	Tech 4 Office Equipment Ltd - WFH printer KG	£12.00
79	112561	£40.69	£6.78	£33.91	07/07/20	Viking - stationary TH	£40.69
80	112562	£50.00	£0.00	£50.00	07/07/20	Mr M Bradshaw - Adjust vent in door Bitterbeck toilets	£50.00
81	112563	£159.54	£26.59	£132.95	07/07/20	WF Cascade - cleaning products	£159.54
83	112566	£324.24	£35.30	£288.94	07/07/20	Viking - 3x invoice - facemasks, towels, cleanibng products etc	£324.24
84	112565	£50.00	£0.00	£50.00	07/07/20	CASH - petty cash	£50.00
Total		£4,361.48	£657.75	£3,703.73			

Signature

Signature

Date

Clerk - Cockermouth TC

From: Jack Ellerby <Jack-Ellerby@fld.org.uk>
Sent: 23 June 2020 12:12
To: Clerk - Cockermouth TC
Subject: Cumbria Dark Skies Project - Brief for 15 July 2020 Meeting
Attachments: Briefing for Cockermouth TC - Dark Skies Project - July 2020.docx

Sheila

Hope the attached is the right length/level of detail. The asks of the Town Council are:

1. Would you like to be the small Town pilot for the LAAPs in Cumbria?
2. Are you able to contribute any funding? (I'm setting a budget of £4-5,000 for the Cockermouth audit).

Then perhaps after the meeting if you'd like to get involved, I could speak to someone regarding:

- a. Any local potential funding sources you think we should apply to, for either the initial LAAP or the follow-up individual lighting assessments; and
- b. Suggest some key, doing people from the community you think might be interested in helping to work alongside myself to drive the work forward.

Many thanks, best jack

Please note I work on a part-time basis, with normal office days Monday, Tuesday and Wednesday mornings. Thank you.

Cumbria Dark Skies Project – Briefing for Cockermouth Town Council 15 July 2020

Light pollution is the outward and upward transmission or reflection of light wasted into the night sky contributing to sky glow and lighting glare.

The three main aims of the Project and associated actions are:

1. *Celebrate and raise awareness of the value of Dark Skies and impacts of light pollution* – giving talks to community groups and organisations, a festival of events is planned for February 2021 (including events with the Cockermouth Astronomical Society), Dark Skies information on our website and regular media communications highlighting relevant issues/latest research.
2. *Preventing more light pollution* – I'm liaising with planners, highways lighting, crime prevent officers and others across the county and have drafted a lighting policy that will go on our website shortly to try to get better policies in place (eg. Allerdale's next Local Plan). We give guidance/comment on planning applications and public projects to try to prevent bad lighting. Do flag up any which concern you if you think we can help where the landscape or Town's character would be damaged (we can't comment on everything, so we focus on bigger, more damaging proposals).
3. *Reducing existing levels of light pollution* – the updated website will include a simple home lighting self-assessment and we will promote that with others. The main thing I'm working up is what I've called a Lighting Audit and Action Plan (LAAP) in four communities across Cumbria. I have picked Cockermouth as the small Town pilot - this has not been done before to the best of my knowledge talking to lighting professionals and Dark Sky places. I am seeking funding now for this and would hope to appoint lighting consultants at the beginning of September.

The purpose of the LAAP is to:

- Provide a baseline assessment of external lighting;
- Identify the main contributors to light pollution; and
- Identify priority actions to mitigate the effects of stray/obtrusive light on sky glow.

I would then work alongside a small team of key people in Cockermouth (including hopefully someone on the Town Council) to approach businesses, organisations and any premises where light pollution was a major issue, and try to fix the problem. I am hoping to secure further funding to pay lighting engineers to do individual assessments as an incentive to these property owners.

Jack Ellerby, Cumbria Dark Skies Project Officer employed by Friends of the Lake District (FLD).

Asenda Hum 9b

Sent: 18 June 2020 20:55

To: Admin - Cockermouth TC <admin@cockermouth.org>

Subject: Fwd: Well done re Station Street!

Dear Sheila,

I'm forwarding an e mail sent to Julie and other councillors for Christ Church ward, including some praise for council and something for consideration.

Regards,

Gillian T

Hope all well with you, Sheila.

I'm thinking that twinning trip from Marvejols is looking very unlikely this year. G

-----Original Message-----

To: Cllr.Julie.Laidlaw@cockermouth.org <Cllr.Julie.Laidlaw@cockermouth.org>

Sent: Thu, 18 Jun 2020 20:47

Subject: Well done re Station Street!

Hi Julie,

Just to say that I'm impressed that you, Alan K, and town council have been so swift in getting Station Street changed to try to help with social distancing.

It is vital to help people feel safe and it is imperative that social distancing is maintained on pavements around town. Hopefully it will also help to avoid the ridiculous situation of people who are clearly not disabled parking on double yellow lines for long periods!

In addition, I understand that Keswick town council has supported an 'About Face' campaign to encourage people to wear face coverings in shops.

I would like to see a similar campaign in Cockermouth.

We are told by many sensible scientists that wearing face coverings in small, enclosed spaces is vital for protection - in that people wearing them protect others from droplets (even from talking). There are many, many people who are wary about going into shops in town. This move would help them to feel more confident. Going forward, it will be vital that more people wear face coverings to help to prevent a second wave of infection.

We are told in online information to avoid shops where social distancing is not enforced, where baskets etc. are not wiped down, where sanitiser is not provided, where screens are not in place and/or shop assistants do not wear visors or masks.

Most of our shops have been very good at organising appropriate conditions (Shops like County fruit stores and Lindsay's are particularly good in this respect). I, like many other people are starting to avoid shops which do not feel safe.

I would be grateful if, at the very least, the town council would put out a statement encouraging use of facemasks or coverings in town shops.

I recognise this is not enforceable, but if many do it, others will follow.

I intend to send this short e mail to others on the town council and copy in Sheila.

Kind Regards,

Gillian Telford

·
CLERK'S REPORT

Tourism and Publicity

Visitor numbers for June – TIC closed

The library/tic closed on 18 March 2020.

Library

Smaller Area libraries like Cockermouth likely to open in September.

Town Hall

Layout has been changed to accommodate 2m distanced weddings.

Public Toilets

These were closed on 24 March 2020. They re-opened on 29 June 2020.

Do you want Harris Park toilets open during the summer holidays?

Play Areas

These were closed on 24 March 2020. They re-opened 4 July 2020.

Cows have badly damaged Isel Road Play area, I am looking into what can be done to rectify the issue.

Allotments

Rents have been collected. 2 outstanding.

We have written to the first 20 on the list to check they still want and allotment and to update their contact details. One has moved to Flimby and is no longer eligible.

I have inspected the allotments, I have written to 11 of them regarding the condition of their plot.

I would like to purchase a new allotments software package.

Work on the temporary support to the banking at St Helens Street will commence mid July.

Weddings

Weddings re-commenced on 4 July 20. They will be run in accordance with the detailed risk assessment produced. We have 4 booked for July 2020.

Registration will open for new bookings for 2021 and 2022 from Wednesday 1 September.

Switch on Day

I will need to apply for the road closure soon. Are you still happy for us to keep on making arrangements for this event?

Fireworks

I need to apply for a road closure soon. Are you still happy for us to keep on making arrangements for this event?

Metalcraft Fund

The second meeting was held virtually on 2 July 2020 at 1.30pm. £500 was allocated.

The next meeting will be held on 6 October 2020, closing date being 30/9/20. Please encourage local organisations to apply.

Clerk - Cockermouth TC

From: Bagshaw, Samantha <Samantha.Bagshaw@cumbria.gov.uk>
Sent: 23 June 2020 15:20
To: Cumbria Association, of Local Councils
Cc: McCleery, Amanda; Shaw, Chris; Hutchinson, Sonia D
Subject: New Code of Conduct Consultation

Dear Colleague,

Eighteen months after the Committee on Standards in Public Life reported to the Prime Minister on improving ethical standards in local government, the National Association of Local Councils (NALC) has been pleased to have worked with the Local Government Association (LGA) to take forward the recommendation to develop an updated national model code of conduct for all tiers of local government. This is an important measure NALC called for and proposed to the committee.

The LGA is now [consulting on the proposed national model member code of conduct](#), and NALC is urging all local (parish and town) councils and county associations of local councils to consider the proposed code and [respond](#) to the LGA to share their views.

However, the report also recognised that current sanctions available to local authorities are insufficient, and NALC is also calling on the government to take urgent action to introduce the recommendation in the report for a new power for local authorities to suspend councillors for a period of up to six months.

Failure to introduce this sanction alongside other measures will risk wider steps being taken to improve ethical standards, such as the model code of conduct and training for councillors and clerks, as being ineffective.

Now more than ever, high standards of conduct in government at all levels are needed to protect the integrity of decision making, maintain public confidence and to safeguard local democracy. That is why NALC is also calling for the Committee on Standards in Public Life to publish a timetable for reviewing progress on the implementation of the report's wider recommendations and best practice to ensure this important issue continues to be a priority for action.

Kind regards,

Samantha

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

Our contact details:

Samantha - Monday to Wednesday, Sonia - Thursday and Friday

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

Email: office@calc.org.uk

Telephone: 01768 812663

Web: www.calc.org.uk

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Local Government Association Model Member Code of Conduct

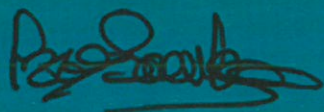
Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

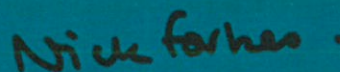
The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

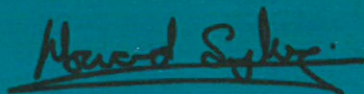
As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



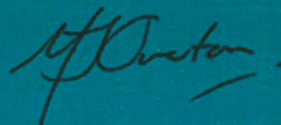
Councillor Izzi Seccombe OBE
Leader, LGA Conservative Group



Councillor Nick Forbes CBE
Leader, LGA Labour Group



Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group



Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]¹ in [public or in]² your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

As a councillor I commit to:

Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example

LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details www.gov.uk/government/news/the-principles-of-public-life-25-years
5. ACAS’s definition of bullying

Appendices

Code Appendix A

The principles are :

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
- a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	