

Cockermouth Town Council



9 June 2021

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Wednesday 16 June 2021 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 20 May 2021 (pages 1- 7)

3. To authorise the Mayor to sign as a correct record the minutes of the last special planning meeting held on 1 April 2021 (pages 8-9)

4. To consider the recommendations of the Climate Change Task Group held on 20 May 2021 (pages 10-12)

5. 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.

6. Mayors Announcements – The Mayor will announce the events she has attended since the last meeting.

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 various planning applications (**page 13**)

9. Financial Matters

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Joint Winners

Council of Europe Year 2000

Europe Prize

Previous Awards

Plaque of Honour, Flag of Honour

European Diploma

- a) To agree the attached schedule of payments (**page 14**)

10. Correspondence

- a) To consider an email regarding Allerdale's plans to establish an outdoor market in Cockermouth (**page 15**)
- b) To note the contents of the April/May 2021 Newsletter (**pages 16-20**)

11. Clerks Report (pages 21-23)

12. Town Clock – To consider works required to the Town Clock (26-27)

13. Memorial Gardens Toilet Refurbishment - To discuss next steps

14. West Cumbria Water Supplies Planting Fund – To discuss next steps (pages 28-29)

Press and Public Welcome

Minutes of the Annual Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 20 May 2021 at 7.00 pm

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

Apologies for absence were received from Councillors Nicholson & Barnes.

Also Present: 1 member of the public & a member of the Press

Prior to the start of the meeting the Mayor, Councillor Julie Laidlow outlined the highlights of her two year term of office, these included cutting the ribbon to open both the new Lidl store and Lancaster Suite. She gave special thanks to Cockermouth Golf Club, Cllr David Malloy, Mr & Mrs Moyes for the charity concert and Bob Slack for the use of the Fitz. She also thanked those fellow Councillors who had supported her, the Town Clerk and her staff. Finally, she announced that she had raised £4,150 for her charities.

1 Election of Town Mayor/Chairman

The Mayor invited nominations for the position of Town Mayor/Chairman for 2019/20.

Councillor Burns moved Alan Smith. This was seconded by councillor Semple.

Only one nomination was proposed and seconded and on being put to the vote it was:-

Resolved – That Councillor Alan Smith be elected Town Mayor/Chairman in 2021/22.

Councillor J Laidlow then handed over the Chain of Office to Councillor A Smith.

The new Mayor then read out and signed his Declaration of Acceptance of Office and took over the Chair. The Mayor thanked Councillor Laidlow and her partner Des for all their hard work during the past two years.

Councillor A Smith announced that his wife Christine had agreed to be his consort. He presented her with her chain of office.

The Mayor announced that that his charities would be The Foodbank, Highfield Food Pantry & Kings Church Hub.

He stated that the aim for his term in office was to help mold the town going forward.

2 Election of Deputy Town Mayor/Vice Chairman

The Mayor invited nominations for the position of Deputy Mayor/Vice Chairman.

Only one nomination was received and seconded and on being put to the vote it was:-

Resolved – That Councillor A Semple be elected as the Deputy Town Mayor/Vice Chairman of the Council for 2021/22.

The Town Mayor then presented the Deputy Mayor's badge to the Deputy Mayor/Vice Chairman.

The new Deputy Mayor then read out and signed his Declaration of Acceptance of Office and thanked councillors for their nomination.

He thanked fellow councillors for their support.

3 Declaration of Interest

Councillors A Tyson & A Semple declared a personal interest in item 8 on the agenda due to being members of the Development Panel.

Councillor A Smith declared a personal interest in item 8 on the agenda due to being a substitute member of the Development Panel.

Councillor A Semple declared a personal interest in item 10c due to having taken part in the festival.

Councillor D Malloy declared a prejudicial interest in planning applications FUL/2021/0126 & FUL/2020/0207 (amended plans) due to being a share holder.

4 Minutes

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the ordinary meeting of Cockermouth Town Council held on 21 April 2021.

5 Minutes

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the special planning meeting held on 6 May 2021.

6 Public Participation

No members of the public wished to speak in accordance with the public participation scheme.

8a Planning Matters

Reference: **HOU/2021/0108**

Proposal: Extension and alterations to dwelling including a flue for wood burner

Location: 13 Deer Orchard Close, Cockermouth, CA13 9JH

Recommended - Approval

Reference: **HOU/2021/0106**

Proposal: Single storey rear extension replacing existing conservatory

Location: 19 Harrot Hill, Cockermouth, CA13 0BL

Recommended - Approval

Reference: **FUL/2021/0126**

Proposal: Permeable paving surfaces to replace hardcore on car park

Location: Lakeland Livestock Centre, Lakeland Agricultural Centre,
Cockermouth, CA13 0QQ

Recommended - Approval

Reference: **HOU/2021/0117**

Proposal: Two storey side extension

Location: 21 Melbreak Avenue, Cockermouth, CA13 9AN

Recommended - Approval

Reference: **HOU/2021/0113**

Proposal: Conversion of existing garage into residential accommodation

Location: The Old Tannery, Skinner Street, Cockermouth, CA13 9PF

Recommended - Approval

Reference: **LBC/2021/0016**

Proposal: Listed Building Consent for the installation of an air condition unit and mounted fan to rear wall

Location: 12 Main Street, Cockermouth, CA13 9LQ

Recommended - Approval

Reference: **HOU/2021/0121**

Proposal: Formation of single-story kitchen extension and replacement porch

Location: 4 Limetree Crescent, Cockermouth, CA13 9HW

Recommended - Approval

Reference: **HOU/2021/0118**

Proposal: Demolition of garage, car port with associated wall and erection of proposed two storey side extension and alterations

Location: 37 Dale View, Cockermouth, CA13 9EW

Recommended - Approval

Reference: **HOU/2021/0135**

Proposal: Rear single storey extension

Location: 23 Graysons Close, Cockermouth, CA13 9FD

Recommended - Approval

FUL/2020/0207 (amended plans)

Installation of a covered shelter to the Mart entrance on Station Street and single storey extension to café on Lorton Street.

Recommended - Approval

8b Application for Tree Works, Waterside Cottage, Spital Ing Lane

Recommended – That the various tree works be approved.

9a Schedule of Payments

Resolved – That the schedule of payments in the sum of £8,244.99 be formally approved for payment.

9b Internal Auditors Report

Agreed – That the contents of the year end report by our Internal Auditor be noted. There were no matters arising.

9c Audit Commission Return for the Year ended 2021

Resolved – (a) That Section 1 of the annual return relating to the Annual Governance Statement be formally certified and the accounts approved and duly signed by the Clerk/RFO and the Chairman.

(b) That section 2 of the Annual Return relating to the Accounting Statements be also formally approved and signed by the Chairman and Clerk.

(c) That it be noted that Section 4 of the Annual Return has been duly completed by our internal auditor.

(d) That it be noted that the required notice concerning the appointment of date for the exercise of elector's rights will be displayed.

(e) That it be noted that the Clerk will send the documentation required by the external auditor as soon as practicable prior to the 30 June 2021.

10 Correspondence

10a University Project

Those present considered whether or not to assist an illustrator to use her art form to help promote small businesses in Cockermouth.

This item was withdrawn due to the fact that the illustrator had raised all the money required.

10b Use of the Memorial Gardens

Resolved – That permission be given to LMG Personal Training Bootcamp to hold bootcamp style gym sessions on the Memorial Gardens weekly between 6pm – 7pm. This permission was subject to a no fee three month trial and the bootcamp style gym sessions being held on the hard standing.

10c Cockermouth Live

Resolved - a) That the 2019-20 Annual report be received.

b) That £250 be given towards the cost of Cockermouth Live! 2021

10d Banner Poles

Resolved – That Cockermouth Festivals Group be given permission to use 10 banner poles between 1 June 2021 and 5 July 2021 to advertise Cockermouth Live! 2021.

10e Use of Memorial Gardens

Resolved – That Cockermouth Emergency Response Group (CERG) be given permission to use the Memorial Gardens on Saturday 11 September 2021 between 10.00am and 2.00pm to publicise CERG's activities.

11 Clerks Report

Resolved – a) That the contents of the Clerk's report be noted.

b) That councillors A Semple and J Laidlow serve on the Platinum Jubilee Task Group.

c) That Alan Smith's term of office on Cockermouth and Papcastle Recreational Trust be extended for a further 4 years.

d) That councillor Kennon's term of office on Cockermouth & Papcastle Recreational Trust be extended for a further 4 years.

12 Meeting Dates

Resolved – That the 2021/22 meeting dates be agreed.

The meeting closed at 7.48 pm

Minutes of a special planning meeting of Cockermouth Town Council held virtually on Thursday 6 May 2021 at 7.00pm

Members

J Laidlow

G Bennion
I Burns
D Malloy
C Smith
A Tyson

S Barnes
A Kennon
S Nicholson
A Semple
R Watson

An apology for absence was received from A Smith.

197 Declaration of Interest

Councillor A Tyson declared an interest due to being a member of the Development Panel.

Councillor A Semple declared an interest due to being a substitute member of the Development Panel.

Councillor S Nicholson declared an interest in planning application FUL/2021/0080 due to his father owning land adjacent to the site.

198 Public Participation

There was none.

199 Planning Applications

Reference: **FUL/2021/0080**

Proposal: Change of use of land to allow the siting of 34 Holiday Chalets and Open Space

Location: Violent Bank Caravan Park, Simonscales Lane, Cockermouth, CA13 9TG

Recommended – Refusal due to increase in traffic movement and the effects on pedestrians using the lane, no footway.

Reference: **OUT/2020/0019**

Proposal: Outline application for the erection of 2 detached dwellings with Access

Location: Land Adjacent to, Colinwood, Brigham Road, Cockermouth, CA13 0AX

Recommended – Refusal due to its unacceptable impact on highway safety.

Reference: **FUL/2021/0116**

Proposal: Install new windows

Location: 20 Lorton Street, Cockermouth, CA13 9RH

Recommended - Approval

Reference: HOU/2021/0107

Replacement of existing windows

4 New Street

Recommended – Approval

Reference: FUL/2021/0059

Replacement windows and external doors

1-6 Green Yard, Derwent Street

Recommended – Approval

Reference: FUL/2021/0104

Conversion of bungalow into two separate bungalows with new access
School Gardens, Cockermouth

Recommended - Approval

200 Tree Works

Recommended – That approval be given to thin out and reduce in height, a Portuguese laurel, 26, Strawberry How, Cockermouth.

The meeting closed at 7.18 pm

**Minutes of a meeting of the CLIMATE CHANGE TASK GROUP held on Thursday
20 May 2021 at 1.00pm in the Council Chamber, Town Hall, Cockermouth**

Present: Councillor S Barnes, Councillor I Burns, Councillor R Watson & Councillor A Semple

Also Present: Councillor Tyson

201 Minutes

The minutes of the last meeting were agreed as a correct record.

202 Public Participation

There was none

203 Declaration of Interest

None declared.

204 Public Participation

None

205 Climate Change Emergency

Those present considered which actions should be taken forward during the next quarter.

Recommended – a) That the Town Clerk writes to Allerdale Borough Council regarding the planting of wildflowers on land they own near Bellbrigg Park.

b) That the Rotary be asked whether or not they still intend to plant wildflowers in the tree circle, Memorial Gardens.

c) That members of the Climate Change Action Group co-ordinate the allotments judging each year.

d) That two new awards be introduced this year for Best Pollinator Allotment and Best Pollinator Garden. Clerk to obtain costs for shields.

e) That paperless meetings be encouraged.

206 Local Committee Environmental Fund

In February, Cumbria County Council agreed their revenue and capital budget for 2021/22. The Environment Fund contains £1.2 million to invest in environmental activities to enhance the lived environment in localities.

Their six local committees have received £200k to support a range of environmental improvements e.g. enhanced verge maintenance, tree maintenance and replacement, footpath maintenance, nature recovery, biodiversity improvements etc. Local Committees are encouraged to work with their Districts, Parishes and Town Council to make the best use of the money, including identifying match funding where possible.

The County Council are also recruiting an Environment & Sustainability Officer to lead and support existing new projects.

Agreed - That the funding available and the new post we welcomed and noted.

207 Right to Repair

Consumers will get more rights on expensive appliances such as fridges and televisions under new legislation set to come into force this summer. The 'right to repair' law means firms will legally have to make spare parts available to consumers for the first time. It is hoped that the change could extend the lifespan of products by up to 10 years. The new rules will be estimated to reduce the 1.5 million tonnes of electrical waste the UK generates a year and contribute to reducing carbon emissions overall.

Agreed – That the new legislation be welcomed.

208 Allerdale Borough Council – Action Plan to address Climate Change 2021

Allerdale Borough Council has a vision for a low carbon future and is seeking to address climate change concerns within all key Council services.

The action plan is intended as a living document which will be reviewed annually and updated. Further Government direction and work is needed to carry out appraisals of baseline data and data collection guidelines.

Agreed – That the actions and activities listed be mapped against our own.

209 New carbon footprinting tool for parish councils

Over the next six months, and in partnership with Midlands Energy Hub, CSE will develop a tool that will enable parish councils and local communities to estimate baseline carbon emissions for their area. This will be calculated using information about energy use, travel behaviours and the consumption of goods and services modelled at household level and scaled up to better reflect individual communities.

It will allow users to test out a number of scenarios designed to demonstrate the potential impact of different projects on their overall carbon footprint. Over 170

parishes have signed up to trial the prototype and provide feedback on its format and content.

Agreed – That the development of this carbon footprinting tool be monitored.

210 Date of the next meeting

Resolved – That the next meeting be held on 18 August 2021 at 1pm.

The meeting closed at 1.52pm

Reference: **FUL/2021/0162**

Proposal: Replacement workshop/general purpose shed following full-scale loss due to fire damage on site. The site has been fully cleared to make it safe.

Location: Castle Yard Workshop, Isel Road, Cockermouth, CA13 9HU

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
394	112723	£2,265.41	£377.57	£1,887.84	10/05/21	Tivoli Services Ltd - Ground Maintenance MAY 21	£2,265.41
1		£1,894.39	£315.73	£1,578.66		MG Mem Gardens	
2		£371.02	£61.84	£309.18		OP 4 play areas	
382	382 bacs	£413.25	£0.00	£413.25	02/06/21	Custom Clean - Clean TH May 21	£413.25
383	383	£304.50	£0.00	£304.50	02/06/21	Custom Clean - Clean Library May 21	£304.50
384	384	£632.40	£0.00	£632.40	04/06/21	R Nicholson - PC clean May 21	£632.40
385	385	£150.00	£0.00	£150.00	04/06/21	Mr A Brown - Prepare and Paint Railings TH	£150.00
386	386 BACS	£729.09	£121.51	£607.58	07/06/21	British Telecom PLC - Phone Fax Internet	£729.09
1		£364.54	£60.75	£303.79		TH TH	
2		£364.55	£60.76	£303.79		TIC TIC	
387	112715	£125.40	£0.00	£125.40	08/06/21	Cockermouth & District Civic Trust - E. Silman - Tic Stock	£125.40
388	112716	£636.14	£106.02	£530.12	08/06/21	Thomas Fattorini Ltd - Mayors chain	£636.14
389	112717	£336.46	£56.08	£280.38	08/06/21	Tech 4 Office Equipment Ltd - Photocopier - library	£336.46
390	112718	£19.08	£3.18	£15.90	08/06/21	WF Cascade - cleaning products - PC	£19.08
391	112719	£2,200.00	£0.00	£2,200.00	08/06/21	A & C Smith - Alan Smith Mayors Allowance 21/22	£2,200.00
392	112721	£1,216.80	£202.80	£1,014.00	08/06/21	Edge Designs Ltd - Annual Fees- anti virus/ office 365	£1,216.80
393	112722	£456.45	£22.83	£433.62	08/06/21	Npower Ltd - Charges - see invoice	£456.45
395	112724	£46.87	£7.81	£39.06	08/06/21	J A Lee Window & General Cleaning Contractors Ltd - Library Windows	£46.87
396	112725	£101.54	£16.92	£84.62	08/06/21	WF Cascade - cleaning products - PC	£101.54
397	112726	£800.00	£0.00	£800.00	08/06/21	P Burns Roofing Services - Repair roof Mem Gardens toilets see invoice	£800.00

Total £10,433.39 £914.72 £9,518.67

Signature

Signature

Date

As part of our consultations on plans to establish an outdoor market in Cockermouth, I should be very grateful for your views.

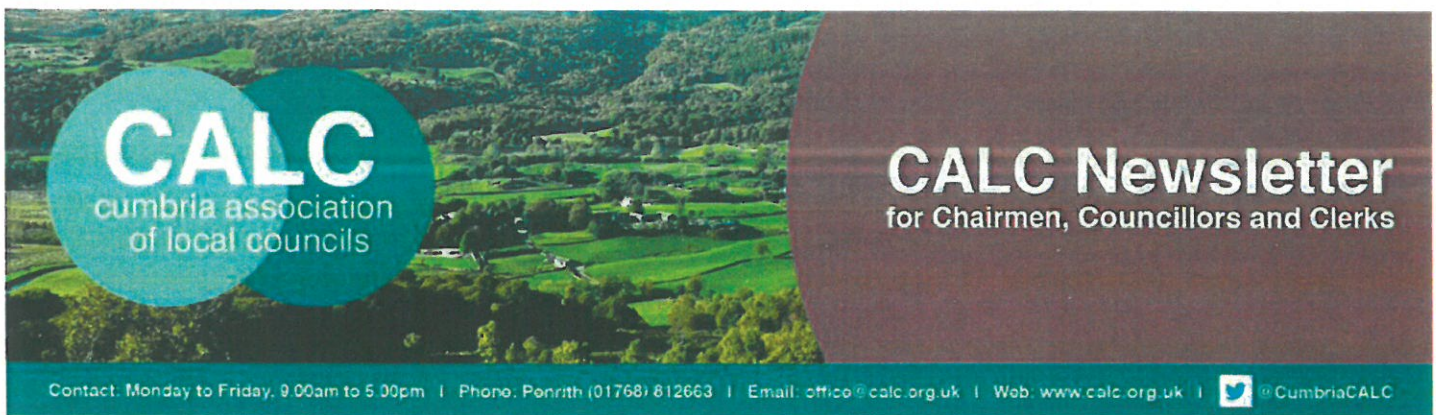
The objective of an outdoor market in Cockermouth would be to provide a valuable local service to residents, provide an additional business opportunity for market traders, provide first time entrepreneurs with a low-cost option to trade and additional reasons for tourists to visit.

In term of location, two sites have been suggested, Sainsbury's and Riverside car parks.

As part of your response, we would be grateful if you could indicate if you support the proposal to establish an outdoor market in Cockermouth. We would also invite you to give any views on location, day of the week and what types of goods you'd like to see for sale.

Following consultation with yourselves, the schedule for consulting all stakeholders is as follows:

Consultee	Method of consultation	Date for consultation
Allerdale Cockermouth Ward Councillors	Email	28 May 2021
Sainsbury's	Phone call	W/C June 1 2021 (PB)
Cockermouth Town Council via Town Clerk	Email	June 2 2021
Cockermouth Chamber of Trade	Email	June 3 2021
Cockermouth businesses and residents	Online survey	TBC
Consultation closes		TBC



CALC News April/May 2021

Local Government Reorganisation Update

Thank you to those of you who have joined the various events held by CALC over the past couple of months to discuss the 4 proposals from the principal authorities for reorganisation of local government in Cumbria. 170 members joined an online event where the leaders of the principal authorities outlined their proposals for reorganisation. District associations then followed up with discussions where councillors shared their views on the different options.

The government is currently consulting on these options and will publish their views on the outcome sometime between the end of June and Christmas. When there is a clear proposal, legislation will be put before parliament setting out the details of the reorganisation. A shadow authority or authorities will come into being in May 2022 and the new authority/ies will be created in 2023.

We will keep you updated on developments.

The High Court Judgement on Extending the Powers to Hold Virtual Meetings

Please see the judgement just published on the Lawyers in Local Government website.

The court case was not successful but the Minister, Luke Hall's Call for Evidence is still open, so please do respond and share your views.

Judgement on Virtual Meeting Provisions

Publish date: 28/04/2021

The application to the High Court made by ADSO, LLG and Hertfordshire County Council in relation to virtual meeting provision for local authorities has today been dismissed.

The application to the High Court made by ADSO, LLG and Hertfordshire County Council in relation to virtual meeting provision for local authorities has been dismissed.

The court concluded that:

".... the Secretary of State was correct in November 2016 and July 2019 to say that primary legislation would be required to allow local authority "meetings" under the 1972 Act to take place remotely. In our view, once the Flexibility Regulations cease to apply, such meetings must take place at a single, specified geographical location; attending a meeting at such a location means physically going to it; and being "present" at such a meeting involves physical presence at that location. We recognise that there are powerful arguments in favour of permitting remote meetings. But, as the consultation documents show, there are also arguments against doing so. The decision whether to permit some or all local authority meetings to be conducted remotely, and if so, how, and subject to what safeguards, involves difficult policy choices on which there is likely to be a range of competing views. These choices have been made legislatively for Scotland by the Scottish Parliament and for Wales by the Senedd. In England, they are for Parliament, not the courts".

Subsequently, the High Court also ruled that it was not lawful for members of the public to join council meetings via digital means.

NALC continues to update its home page with Covid 19 related information. Please follow the link below for more information.

<https://www.nalc.gov.uk/our-work/coronavirus-page#preparing-for-the-possible-return-of-face-to-face-meetings>

Banking News

The National Association of Local Councils (NALC) has pressed the trade association for banks (UK Finance) and its member banks to improve their services to local councils.

Representatives from NALC, the Lincolnshire and Norfolk associations of local councils met with UK Finance recently to make the case, following a groundswell of recent complaints from local councils to NALC of poor banking services across England. The types of complaint raised to NALC have been continuous change requests to bank mandates, long waits and unresolved problems with telephone banking, and banks asking for all councillors on a council to become bank mandate signatories.

Following an extensive survey of its member councils on this issue by the Oxfordshire Association of Local Councils, NALC drafted and submitted a headline report on this matter to UK Finance. UK Finance has kindly referred the matter to their member banks.

Request:

Please send any comments/concerns regarding difficulties your councils has had with your banking arrangements to CALC at office@calc.org.uk We will collate your accounts and forward them to NALC to give further evidence of the widespread problems members have in dealing with banks.



New Neighbourhood Planning Funds

The Ministry of Housing, Communities and Local Government (MHCLG) announced on Saturday 24th April the launch of two new key neighbourhood planning funds.

The first fund is valued at £2.1 million and called the *Bidding fund for local planning authorities in under-represented areas*. The aim of this fund is for local planning authorities covering partly deprived or urban areas to apply for funding to kick-start neighbourhood planning groups (where they are currently under-represented). NALC calls on all local planning authorities bidding to this fund to engage with relevant local (parish and town) councils in their areas to source independent project management support to start new neighbourhood plans in their areas.

The second fund is called the *Simpler approach to neighbourhood planning pilot*. It is worth £330,000 and is open to fund 10 local planning authorities to engage in pilots to make neighbourhood planning simpler (which NALC supports) and increase volunteer input. Each funded planning authority is expected to support 3 local areas (so local councils are strongly encouraged to engage with planning authorities known to be making bids to this fund).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/980360/Chief_Planner_Letter_on_New_Neighbourhood_Planning_Support.pdf

NALC Legal News

NALC Legal Team has been asked if a council that has by-election(s) has to hold its annual meeting in accordance with the timeframes for a normal election year. The answer is no.

Paragraph 7 (1) of Schedule 12 to the Local Government Act 1972 provides that a parish council shall in every year hold an annual meeting. Paragraph 7 (2) says in a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the parish council may determine.

A by-election does not constitute an ordinary election.

This may apply to a number of councils given the postponement of elections until 6 May for casual vacancies under the relevant Covid Regulations (see NALC Legal Briefing L03-20.)

Muting meetings – disruptive behaviour

NALC legal has been dealing with a council which struggled with disruptive members of the public. There is nothing to prevent the clerk from muting such persons. Good practice is to control all microphones centrally (clerk or chair) and to ensure that participants (including the public and press) are muted at the beginning and their microphones only switched on when they indicate that they want to speak. The various remote meeting software systems have a lot of useful facilities to control behaviour.

Updated NALC Policies and Legal Topic Notes

CALC has circulated the reissued LTN 37 on Freedom of Information along with the Legal Briefing L01-21 on pre-election publicity. If you haven't received them, both can be found on the NALC website. Login details available from CALC on office@calc.org.uk

NALC Bullying and Harassment Policy

In light of many complaints about bullying and harassment in parish councils a new policy has been drafted which can be read [here](#).

New VAT Rules

HMRC have introduced a new method of reverse charging of VAT. More information can be found on the link to the new [NALC Legal Topic Note here](#).

Electronic Communications Infrastructure

MHCLG have launched a consultation seeking views on proposals to allow far higher communications masts than at present and potentially further reducing the already limited powers of planning authorities to object.

The national NALC have produced a briefing at:

https://mcusercontent.com/5060a2022e1081d67bbdd9b3a/files/a4b35eb8-6d60-4564-8746-1e6a41b80988/PC4_21_Electronic_communications_infrastructure.pdf

And more information is available from MHCLG at:

<https://www.gov.uk/government/consultations/changes-to-permitted-development-rights-for-electronic-communications-infrastructure-technical-consultation/changes-to-permitted-development-rights-for-electronic-communications-infrastructure-technical-consultation>

Internal Audit: Not just about the AGAR

By Eleanor Greene, Secretary to The Parish Internal Auditors Forum

At this time of year, every clerk is focused on getting their internal audit done and convening a full council meeting at which the Annual Governance and Accountability Return (AGAR) will be signed. Still, with the right advice, an internal audit is a year-round, positive process.

Local (parish and town) councils have been required to have an "internal auditor" for the last 20 years. For many authorities, that person is the only independent, professional reviewer of the council's accounts and controls and systems.

The combination of media stories and Public Interest reports showed that there was a need for internal auditors to raise the standard of their own work, try to increase the profile of council internal audit as part of the management of public money, and ensure that internal auditors were part of the standard-setting process. The goal is that whatever standards and guidance are devised will work for all types and sizes of the council.

Thus, starting in Hampshire and now spreading right across the country, the Parish Internal Auditor Forum was formed. Pre-COVID-19, we had periodic face-to-face meetings. We have all been pixels on a Zoom screen during the last year, but between us, we inspect over 20% of the councils in the country.

In 2020 the forum was engaged by Joint Panel on Accountability and Governance (JPAG) to review, update and eventually fully rewrite Section 4 of the Practitioners' Guide (the bit about internal audit) to make it easier for members and officers to choose a competent internal auditor and to get the most out of their process and for the fee. This was published in March 2021 and can be used in audits during the current season.

Internal audit is not about the numbers. It is about the systems and controls that make the numbers trustworthy.

On that basis, it is hoped that the Internal Auditors Forum will be able to work with all professional bodies and representative organisations in the sector to push for continual improvement and development in standards so that the voice of internal auditors helps councils prove their worth to electors.

In time we hope to get a forum representative on JPAG as, if nothing else, we come to your homes and offices to understand the reality of compliance.

The biggest change that the forum realised was needed was to bring back a checklist so that electors and members and clerks and auditors can be clear about the range of information that supports the assertions in the Annual Return. In the smallest councils, many of the activities and records do not happen. The review and testing will need to go far beyond the template given in the largest councils. The key point is that a professional, comprehensive internal audit adds value to a council's activities by allowing members and officers to tell ratepayers what they get for their contribution transparently.

This year's AGAR deadline is 30 June 2021.

Section 4 of the Practitioner's Guide to Governance and Accountability <https://www.nalc.gov.uk/publications#practitioners-guide> is only nine pages. Give it a read, check that your council and internal auditor are meeting or even exceeding the standards, and if they are not involved with the forum, we'd love to have their input.

To find out more about the Parish Internal Auditor Forum, please email tim.light1@hotmail.co.uk or eleanorgreene@thedunnefamily.co.uk

At some stage, we may even find out the collective noun for parish internal auditors!

CLERK'S REPORT

Tourism and Publicity/Library

4 slipped slates to be fixed on Library roof. Roofer has been to inspect.

Several lighting tubes have been replaced.

Town Hall

PAT Testing took place on Friday 7 May 2021.

Our 5 year electrical certificate runs out September 2021. JJ Electrical carried this out on 7 & 8 June 2021.

JJ Electrical have serviced and repaired both gas boilers on 26/5/21.

Fire drill held on 13/5/21.

Victoria Hall

Thanks to Simon for helping clear the blockage at Victoria Hall.

Play Areas

Swing chains and seats have been replaced in our Towers Lane play area. The other 3 will also be replaced as they are of a similar age/condition.

Memorial Gardens

The toilet block roof has been repaired.

Weddings

From 17 May 2021 weddings of up to 30 persons allowed.

Public Toilets

They re-opened on 29 June 2020. They remain open during lockdown.

Thanks to Simon for helping with a blockage at Main Street Gents.

Play Areas

These re-opened 4 July 2020.

They remain open during lockdown.

Path through Greyrigg to be improved.

Allotments

Staff to chase non-payers.

1 current vacancy.

Allotments to be inspected.

Bench

A new bench will be installed on Strawberry Howe Road.

Platinum Jubilee

A task group will be formed and first meeting arranged for 23 June 2021.

Mayors Chain

The chain has been repaired and names engraved.

Date	Day	On Duty	TIC Visitors	Library Visitors	S & C, Booking	S & C, Collection	Allerdale Visitors	PC Users	Telephone	Post	Email	Fax
1	Sat	John	4	0	0	0	0	2	0	0	0	0
2	Sun	closed										
3	Mon	Pamela&	0	3	0	0	0	1	0	0	0	0
4	Tue	Pamela&	1	16	0	0	0	2	2	0	1	0
5	Wed	Pamela &	1	34	0	0	1	2	2	0	0	0
6	Thu	Samuel&	0	25	0	0	2	0	0	0	0	0
7	Fri	Samuel&	0	12	0	0	0	1	2	0	0	0
8	Sat	John	1	25	0	0	0	1	0	0	0	0
9	Sun	closed										
10	Mon	Pamela&	5	35	0	0	0	2	2	0	0	0
11	Tues	Pamela&	2	23	0	0	1	0	0	0	0	0
12	Wed	Samuel, F	0	17	0	0	0	1	0	0	1	0
13	Thu	Samuel&	1	17	0	0	0	1	0	0	1	0
14	Fri	Samuel&	2	28	0	0	1	0	2	0	0	0
15	Sat	John	3	32	0	0	0	4	0	0	0	0
16	Sun	closed										
17	Mon	Pamela &	2	32	0	0	2	0	2	1	0	0
18	Tue	Pamela &	9	44	0	0	0	3	0	0	0	0
19	Wed	Samuel, F	8	30	0	0	0	1	3	0	0	0
20	Thu	Samuel, A	14	9	0	0	2	3	1	0	0	0
21	Fri	Samuel, A	4	32	0	0	2	1	1	0	0	0
22	Sat	John&Ma	2	21	0	0	0	0	0	0	0	0
23	Sun	closed										
24	Mon	Anne-Ma	6	44	0	0	1	3	2	0	0	0
25	Tue	Pamela&	14	36	0	0	0	2	5	0	2	0
26	Wed	Samuel, F	8	36	1	1	0	2	1	2	1	0
27	Thu	Samuel, A	7	26	0	0	1	0	0	0	0	0
28	Fri	Samuel, A	4	35	0	0	1	2	5	0	1	0
29	Sat	John&Ma	1	21	0	0	0	0	0	0	0	0
30	Sun	closed										
31	Mon	Anne-Ma	8	6	0	0	1	0	0	0	0	0
Monthly Totals			107	639	1	1	15	34	30	3	7	0
40												

To: Clerk - Cockermouth TC <clerk@cockermouth.org>

Subject: Town Clock of Cockermouth - Dial Restoration

Hi Sheila,

As discussed, I have prepared our quotation for renewing the dials of the town clock. You will find all details attached along with our standard terms & conditions.

Please do not hesitate to contact me if you require any further information.

Kind Regards

Tom Ratcliffe

Clockmaker / Technical Sales Engineer

M: +44 (0) 7800 689417

 smithhofderby.com

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Clerk - Cockermouth TC

From: Tom Ratcliffe <tom.ratcliffe@smithofderby.com>
Sent: 13 May 2021 11:09
To: Clerk - Cockermouth TC
Subject: RE: Town Clock of Cockermouth - Dial Restoration

Hi Sheila,

Our turn around for a job of this nature would be 4-6 weeks. However, it's just been pointed out to me by our head of production that these wooden turrets are prone to rot which may be discovered upon removing the dial. We will of course flag this up to you after our first visit if necessary, so it may be worth keeping the scaffolding up for this length of time in case further work to the turret is required while the dials are away. We would board over the dial holes to close up the building during our production time.

Kind Regards

Tom Ratcliffe
Clockmaker / Technical Sales Engineer

M: +44 (0) 7800 689417



[smithofderby.com](https://www.smithofderby.com)

From: Clerk - Cockermouth TC <clerk@cockermouth.org>
Sent: 13 May 2021 09:35
To: Tom Ratcliffe <tom.ratcliffe@smithofderby.com>
Subject: RE: Town Clock of Cockermouth - Dial Restoration

Question – how long would the scaffolding need to be up or would it go up twice?

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

Tel: 01900 821869
www.cockermouth.org
clerk@cockermouth.org
Facebook @CockermouthTownHall

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For further information please visit our website: <https://www.cockermouth.org/wp-content/uploads/2018/06/Email-Contact-Privacy-Notice.pdf>

From: Tom Ratcliffe <tom.ratcliffe@smithofderby.com>
Sent: 12 May 2021 17:12

Our Ref: H/21802/TR
Date: 12 May 2021

Sheila Brown
clerk@cockermouth.org

Dear Sheila,

Cockermouth: Town Clock – Dial Restoration

As you are no doubt aware, our regional engineer Kevin Ireland recently attended on site, following a reported fault on the above clock. Kevin corrected the situation and left everything working correctly but whilst on site he did have a conversation in respect of the condition of the clock dials – which are now of extremely poor quality, requiring refurbishment.

The clock dials are made up of an outer glass pane and inner acrylic backing with black roman numerals. It would be our recommendation that the dials are removed via scaffolding and replaced with new fully acrylic replicas. On this basis I give below my quotation for your consideration.

Quotation

To attend on site with two suitably trained engineers; to approach the clock dials from scaffolding provided by other parties and *at no cost to ourselves*. To remove the hands & dials to our workshop for the following activities:

- ⌚ To take exact measurements of the original dials & take templates of the dial markings
- ⌚ To prepare 3x new 8mm opal acrylic dials with black chapters to these specifications
- ⌚ To rub down and repaint all sets of hands with high quality black gloss paint
- ⌚ Please also be aware that this would be the ideal time to dismantle and clean the dial motion work gearing as this is an activity that can only be carried out when the hands are removed. We would overhaul these parts in our workshop, reassemble, and lubricate.

To return to site, secure the new dials in position, refit the dialworks & hands, set up and leave all in good order, would cost **£7,269 (Seven Thousand, Two Hundred and Sixty-Nine Pounds)** net plus VAT.

Points to Note

This quotation excludes the cost of scaffolding, but this could be organised by our company on your behalf – *at additional cost*

continued



Payment Terms

- This quotation is submitted subject to our standard Terms and Conditions, requiring a 30% deposit with order – payable within 14 days of submission. The remaining 70% after completion, payable within 30 days from date of invoice
- This quotation will remain valid for 90 days

I hope this information meets with your requirements but please do not hesitate to contact me should you require further clarification of any of the points raised.

Kind regards

Tom Ratcliffe

Tom Ratcliffe
Clockmaker / Technical Sales Consultant

+44 (0) 1332 477 024

+44 (0) 7800 689 417

tom.ratcliffe@smithofderby.com

Cockermouth Town Council

Woodland Creation Plan

Legend

-  Individual trees
-  New Planting
-  Boundary



Cumbria Woodlands

Lake District National Park
Authority, Murley Moss, Oxenholme
Road, Kendal, Cumbria LA9 7RL
info@cumbriawoodlands.co.uk

