

Cockermouth Town Council



9 May 2023

Dear Councillor,

You are summoned to the Annual Meeting of Cockermouth Town Council to be held in the Council Chamber, Town Hall, and Cockermouth on Wednesday **17 May 2023 at 7.00pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

Yours faithfully,

Sheila Brown
Town Clerk

Town Hall, Market Street
Cockermouth
Cumbria
CA13 9NP

Tel:

01900 821869

Fax:

01900 827166

Website:

www.cockermouth.org

Facebook:

[@cockermouthtowncouncil](https://www.facebook.com/@cockermouthtowncouncil)

AGENDA

- 1. To elect the Town Mayor/Chairman for the ensuing year** – the successful nominee will sign their declaration of acceptance of office.
- 2. To elect the Deputy Town Mayor/Vice Chairman for the ensuing year** – the successful nominee will sign their declaration of acceptance of office.
- 3. Apologies for absence**
- 4. Declaration of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the adopted code of conduct.
- 5. To authorise the Mayor to sign as a correct record the Minutes of the Meeting of the Cockermouth Town Council held on 19 April 2023 (pages 1-5)**
- 6. To authorise the Mayor to sign as a correct record the Minutes of the Special Planning Meeting held virtually on 3 May 2023 (pages 6-7)**
- 7. Public Participation**

Sheila Brown, *Town Clerk*
clerk@cockermouth.org

Kirstie Goodger
admin@cockermouth.org

Amy Pattinson
assistant@cockermouth.org



Joint Winners

Council of Europe Year 2000

Europe Prize

Previous Awards

Plaque of Honour, Flag of Honour

European Diploma

- a) To answer any questions from members of the public in accordance with the Summary of Public Rights (if any)
- b) To receive a petition from members of the public in accordance with the Summary of Public Rights (if any)

8. Planning Matters

- a) **Planning Applications** – To make recommendations on planning applications received to date (see attached schedule) **(page 8)**
- b) **Application for Tree Works** – To make recommendation upon an application for tree works at West House, Strawberry How **(pages 9-45)**

9. Financial Matters

- a) To agree the attached schedule of payments **(page 46-47)**
- b) To approve the internal auditors report for the year ending 31 March 2023 **(pages 48-50)**
- c) Audit Return for the year ended 31 March 2023 **(pages 51-56)**
- d) To confirm that Cockermouth Town Council still meets the criteria set out in the Localism Act 2011, Sections 1-8 **(pages 57-60)**

10. Schedule of correspondence, notices and publications

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

- (a)** To note the contents of the latest Cumberland Newsletters dated 6/4/23 & 14/4/23 **(pages 61-68)**

11. Clerks Report – To consider the content of the Clerks report (pages 69-70)

12. Task Group Places and Outside Bodies – To appoint councillors to serve on various task groups and outside bodies (pages 71-72)

13 Christmas Lights Contract – To consider renewal process (pages 73-79)

14 Leaving a 3m wide uncut grass verge – To consider leaving a 3m wide uncut grass verge around various town council owned play areas

The Mayor will move –

Under the Public Bodies (Admission to Meetings) Act 1960, the public be removed for the following item of business due to legal advice being discussed

15. Counsels Opinion – To note Counsels Opinion regarding the use of the memorial gardens for events (pages 80-83)

Minutes of a Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 19 April 2023 at 7.00 pm

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

An apology for absence were received from Councillor S Barnes

There was 1 member of the press and 2 members of the public present.

203 Minutes

The minutes of the last meeting held on 15 March 2023 were signed as a correct record.

The site visit to view a suitable location Main Street had been deferred due to other priorities and would be organized as soon as practicable.

204 Minutes

The minutes of the special planning meeting held on 6 April 2023 were signed as a correct record.

205 Declaration of Interests

Councillor D Malloy declared an interest in planning application OUT/2023/0004.

Councillor A Semple declared an interest in item 7 due to being a member of the Cumberland Council Planning Committee.

206 Mayors Announcements

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

Charity Golf Day

He thanked Alan Taylor, their Competition Secretary for his hard work and announced that the Charity Golf Day had raised over £700 for Hospice at Home.

207 Public Participation

There was no public participation.

208 Planning Applications

OUT/2023/0004

Outline application for a new building to house Mitchells Antiques and Fine Art Auction business

Lakeland Livestock Centre, Lakeland Agricultural Centre

Recommended – Defer pending clarification of future use of the current site.

209 Finance

Resolved – (a) That payments in the amount of £10,040.69 be authorised.

210 Cockermouth Festivals Group

Those present considered the annual report from Cockermouth Festivals Group. An ambitious, expanded programme is planned for the weekend of 30 June to 2 July 2023 including a show case of new young talent, family ukulele workshops, street theatre from the Fairly Famous Family and more events on Sunday.

Agreed – That the contents of the annual report be noted and that £500 grant be given towards the festival.

211 Budget Comparison Report

Councillor Watson asked a number of questions which were suitably answered.

Agreed – That the contents of the comparison report between 01/04/22 and 31/3/23 be noted.

212 Accounts for year ended 31/3/23

Councillor Watson asked a question which was suitably answered.

Agreed – That the consolidated balance sheet and Income and Expenditure Report for year ended 31/3/23 be noted.

213 Isel Road Play Area

Those present considered a request to sell either all or part of Town Council owned land on Isel Road for the purposes of building a dwelling with space for an annexe intended for a relative.

The land contains a restrictive covenant which limits its use to recreational purposes only.

Resolved- That the land on Isel Road be not sold and be retained for recreational purposes.

214 Solar Made Easy

Cumbria Act for Sustainability (CAfS) would like to run a Solar Made Easy engagement event in Cockermouth to inform residents about solar PV, give them the opportunity to meet installers and look at their property on a map that shows solar potential of rooves in a location.

Resolved – That an engagements event be held in Cockermouth.

215 Adoption of a private lighting column

Those present considered whether or not to ask Cumberland Council to adopt and upgrade a broken street light on the lane to the rear of 5 Ashgrove.

Resolved – That Cumberland Council be asked to adopt and upgrade a broken street light on the lane to the rear of 5 Ashgrove.

216 Calc News

Agreed – That the contents of the January & February 2023 edition of the Calc News be noted.

217 LGR Newsletters

Agreed - That the contents of the 10, 20, 24 & 31 March 2023 LGR newsletters

be noted.

218 Clerks Report

Those present considered the contents of the report.

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

b) That the furniture currently being stored in the former Mayor's parlour be declared surplus to requirements and sold off

c) That the bunting be erected on Friday 28 April at 6pm and Saturday 29 April 2023.

d) That May Special Planning be held on Wednesday 3 May 2023 (if required).

219 Skate Park

Councillor Malloy stated that although there had been a good discussion about the skate park at the recent Annual Parish Meeting no firm decisions had been made.

He suggested that identifying potential Council owned land may be beneficial as many of the sites being suggested were unlikely to come to fruition as they were in private ownership.

Harris Park Extension, Top of Towers Lane and Harris Park (the only site not owned by the Town Council) were given as possible locations.

He also suggested that a feasibility study be undertaken.

The Town Clerk enquired who would carry out the feasibility study and where would the money come from?

Councillor Bennion suggested that the Group should take ownership of those issues.

Councilor Watson reminded those present that the Group were meeting next Monday. He also felt that the Group have to lead it and that the Town Council should support where we can.

Councillor A Smith urged those present to be careful not to build people's hopes up. Costs were estimated at £78k last time a scheme of this nature was looked at. He suggested that money be harvested from Developers under a S106

development he also urged the Group to look at the land allocated in the Local Plan.

Councillor Watson stated that another new estate could be years off and that the Group needed to approach Sports England and other organisations of this nature for funding.

Councillor Laidlow suggested a public appeal for land.

Councillor Malloy recommended that Harris Park Extension, Towers Lane Play area, Harris Park and Isel Road be considered as potential sites subject to the requisite consents being obtained.

This was seconded by Councillor Bennion.

A vote was taken 8 in favour, 0 against.

220 Daffodil Sculpture

Those present discussed potential sites to permanently house the Rotary's daffodil sculpture.

Three locations were identified.

Flowerbed top of Gote
Opposite Wordsworth House
Kirkgate Rockery

Only one of the locations, Flowerbed, top of Gote belonged to the Town Council.

Resolved – That the Rotary be allowed to permanently house their daffodil sculpture in the flower bed, top of Gote.

221 Thank You for Service

Councillor I Burns thanked Councillors A Smith, C Smith, A Kennon, A Semple & G Bennion for their service over the last four years and wished them well in the future.

The meeting closed at 8.15 pm

Minutes of a Special Planning Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 3 May 2023 at 7.00 pm

Present: Councillor A Semple (Mayor)
Councillor S Barnes
Councillor G Bennion
Councillor I Burns
Councillor J Laidlow
Councillor D Malloy
Councillor S Nicholson
Councillor A Smith

Apologies for absence were received from councillors A Kennon, C Smith & R Watson

222 Declaration of Interest

Councillor Semple declared an interest in item 4 due to being a member of the Cumberland Planning Panel.

223 Public Participation

There was none.

224 Planning Applications

OUT/2023/0004

Outline application for a new building to house Mitchells Antiques and Fine Art Auction

Lakeland Livestock Centre, Lakeland Agricultural Centre

This application had already been approved by Cumberland Council.

HOU/2023/0075

Replacement of 6 original wooden sash windows with 6 white pvc sliding sash windows (3 front and 3 rear)

7 Horsman Street

Recommended – Approval

HOU/2023/0080

Single storey lean to extension at the back of the property to form sunroom off the Kitchen

5 Dale View

Recommended - Approval

The meeting closed at 7.02 pm

Reference: **FUL/2023/0102**

Proposal: Refurbishment of existing warehouse and office block including expanding existing use class B2 to include use class E (g ii and iii only) to align with planning permission FUL/2021/0198

Location: Thermoform Ltd, Wakefield Road, Cockermouth, CA13 0HS

Assistant - Cockermouth TC

From: Clerk - Cockermouth TC
Sent: 28 April 2023 18:02
To: Assistant - Cockermouth TC
Subject: Fwd: Planning Application WTPO/2023/0009

Please print off for may tc meeting

Sent from my iPhone

Begin forwarded message:

From: Susan Hanley <susan.hanley@allerdale.gov.uk>
Date: 28 April 2023 at 11:03:17 BST
To: Clerk - Cockermouth TC <clerk@cockermouth.org>
Subject: Planning Application WTPO/2023/0009

Dear Sir/Madam

Notification on works to Tree Preservation Order trees –

Applicant: David Hill

Proposal: Tree ID No. T1 – Sycamore – Fell tree and replant (Possible TPO) Tree ID No. T6 – Wych Elm – Fell tree and replant Tree ID No. T7 – Horse Chestnut – Prune low branches to create a 2-3m clearance from the roof and ground (Possible TPO) Tree ID No. T8 – Lime – Prune low branches to create a 2-3m clearance from the ground (Possible TPO) (see tree report for full details)

Location: West House, Strawberry How, Cockermouth CA13 9XQ

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 you/your department may have by e-mail to planning1@cumberland.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 19/05/2023. Representations received after this date may be too late to influence the Local Planning Authority's decision on this application.

Could you please mark any correspondence for the attention of Kerry McCartney and could you please quote the reference number WTPO/2023/0009.

Please note that all the information contained in this application can be viewed by the public and on our website

<https://allerdalebc.force.com/pr/s/planning-application/a3X3X00000JnGswUAF>

Yours faithfully

Kerry McCartney

Specialist - Planning



**Allerdale House
Workington
Cumbria CA14 3YJ
Telephone 0300 373 3730
cumberland.gov.uk**

**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 (as amended)

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.

Tree Location

Please provide the address of the site where the tree(s) stands (full address if possible)

Number	<input type="text"/>	Suffix	<input type="text"/>
Property Name			
<input type="text" value="West House"/>			
Address Line 1			
<input type="text" value="Strawberry How"/>			
Address Line 2			
<input type="text"/>			
Address Line 3			
<input type="text" value="Cumbria"/>			
Town/city			
<input type="text" value="Cockermouth"/>			
Postcode			
<input type="text" value="CA13 9XQ"/>			
Easting (x)		Northing (y)	
<input type="text" value="313025"/>		<input type="text" value="529888"/>	

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is

(for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Applicant Details

Name/Company

Title

First name

David

Surname

Hill

Company Name

Lees House Ltd

Address

Address line 1

The Orchard (West House)

Address line 2

Strawberry How Road

Address line 3

Town/City

Cockermouth

County

Cumbria

Country

Postcode

CA13 9XQ

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

Secondary number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

Fax number

Email address

***** REDACTED *****

What Are You Applying For?

Based on the type of work proposed and the location and protected status of the trees involved, there are various details and supporting information that will need to be supplied in order for the Local Planning Authority to determine the application.

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

- ☒ Yes
☐ No

Do you know the Tree Preservation Order reference number(s)?

- ☐ Yes
☒ No

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](#)).

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.

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

- ☐ Yes
☒ No

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

- ☐ Yes
☒ No

Documents and plans (for any tree)

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order.

A sketch plan is also advised when notifying the LPA of works to trees in a conservation area ([see guidance notes](#)).

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

Are you providing additional information in support of your application (e.g. an additional schedule of work for the question 'Identification of Tree(s) and Description of Works')?

- ☒ Yes
☐ No

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

Tree Condition and Management Report - Ref. No:AH/CM/110423.1

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

Tree ID No. T1 – Sycamore – Fell tree and replant (Possible TPO)
Tree ID No. T6 – Wych Elm – Fell tree and replant
Tree ID No. T7 – Horse Chestnut – Prune low branches to create a 2-3m clearance from the roof and ground (Possible TPO)
Tree ID No. T8 – Lime – Prune low branches to create a 2-3m clearance from the ground (Possible TPO)
See Tree Report for full details

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

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

Please provide the following information:

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

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

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

e.g. Oak (T3) – Whole crown reduction to 12m above ground level, to provide sufficient clearance to property.

Sketch plan requirements

Your plan needs to show the precise location of the tree(s) in relation to nearby property/roads/boundaries. It should, therefore:

- indicate the main features of the site where the tree(s) stand and its surroundings; in particular, you should:
 - mark and name surrounding roads
 - sketch in buildings, including adjoining properties
 - add house numbers or names
- mark the position of the tree(s) to which you want to carry out work and identify them by the number shown in the Tree Preservation Order where possible; if you use a different number, please make sure that this can be matched with your description of the tree(s)
- if there are many trees on the site, make clear which tree(s) are included in this application by:
 - marking all trees on the plan, but only numbering those to which you want to carry out work
 - showing the approximate distance between the application tree(s) and buildings
 - adding other relevant features on the site (e.g. greenhouse, paths)

If it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and provide details of how the tree(s) are marked on site (e.g. high visibility tape, tree tags, paint, etc); trees must not be marked by scarring or cutting into the bark.

Tree Ownership

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

- ☒ Yes
☐ No
-

Authority Employee/Member

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

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

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

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

Do any of the above statements apply?

- ☐ Yes
☒ No

Declaration

I / We hereby apply for Tree works: Trees in conservation areas/subject to TPOs as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Alistair Hearn

Date

27/04/2023

WEST HOUSE STRAWBERRY HOW ROAD COCKERMOUTH

Tree Condition and Management Report

Prepared for:

Lees House Ltd

On:

20 April 2023

By:

Alistair Hearn

HND (Urb.For.), RFS (Cert.Arb.), M.Arbor.A.

Treescapescap Consultancy Ltd.

Reference Number: AH/CM/110423.1

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SUMMARY

Lees House Ltd instructed Treescapes Consultancy Ltd to inspect the significant trees at West House, Strawberry How Road, Cockermouth, CA13 9XQ. Our instruction includes inspecting trees on the property and adjacent properties, and providing a report on their condition, and where necessary, providing recommendations for their future management.

We visited West House on 11 April 2023 and inspected eight trees (Tree ID Nos. T1-T8). Photo 1 on page 4 shows the location of West House. Plans 1 and 2 show the locations of the trees.

We assessed the residential and school buildings to be 'high value' target areas, the roads, car parking areas, and play areas to be 'medium value' target areas, and the grasses open space to be 'low value' areas.

The tree population is made up of a mixture of species, with most in the 'normal vitality' health class. We assessed one tree (Tree ID No. T1) to be in the 'early-decline' health class. Most trees are in the good condition class, and we assessed two trees (Tree ID No. T1 & T6) to be in the moderate condition class. We expect most trees to survive for more than 40 years. Appendix 4 contains the Tree Data Schedule.

Using QTRA, we assessed two trees (Tree ID Nos. T1 and T6) present a 'Tolerable' risk of causing harm or damage during normal weather conditions. We assessed the risk of the other trees as 'Broadly Acceptable'.

As a medium priority, we currently, recommend carrying out work to three trees – Tree ID Nos. T1, T6 and T7. And, as a low priority, we recommend carrying out work to one tree – Tree ID No. T8. Appendix 5 contains a detailed specification of the tree work. We recommend planting a Common Beech and a Silver Birch of 'Standard' size along the roadside banking to maintain the treescape in the area.

We advise a suitably qualified, experienced, and insured arboriculturist re-inspect the trees every two to three years and after strong winds and tree altering weather events.

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1 INTRODUCTION

1.1 Instruction

Lees House Ltd instructed Treescapes Consultancy Ltd to inspect eight significant trees at, or adjacent to, West House, Strawberry How Road, Cockermouth, CA13 9XQ. On the week ending 14 April 2023, Cumberland Council approved the building name change from West House to The Orchard.

Our instruction is to inspect the eight trees and provide a report on their condition, and where necessary, provide recommendations for their future management.

1.2 Qualifications and Experience

We have based this report on our site observations and have come to our conclusions in the light of our experience. We have experience and qualifications in arboriculture and list the details in Appendix 1.

1.3 Report Limitations

This report:

- is only concerned with assessing the condition and management requirements of the trees detailed in Section 2.2;
- is based on the information collected during the site survey;
- does not take account of whether the trees could affect the soil in the area and cause tree related subsidence damage;
- contains recommendations concerning work that should be carried out to responsibly manage the risks posed to and by the trees, and where necessary, reduce those risks to an acceptable level. However, even after carrying out the work recommendations there is a risk failure could still occur, especially during extreme weather conditions and/or if there are major hidden defects;
- does not take into account the possibility of extreme weather events;
- cannot account for future outbreaks of pests or diseases;
- does not take into account mechanical operations carried out in the vicinity of the trees which could affect their health and stability; and
- does not contain data collected with technical decay detection equipment

2 SITE VISIT AND OBSERVATIONS

2.1 Site Visit

We visited West House on 11 April 2023 and inspected eight trees (Tree ID Nos.T1-T8).

All our observations were from ground level without detailed investigations, and we estimated all dimensions unless otherwise indicated.

The weather during the survey was overcast, dry, and still, with good visibility.

2.2 Site Location

The Google Maps aerial photograph below shows the boundary of West House. Plans 1 and 2 show the locations of the trees we inspected at West House and on adjacent land.



Photo 1

Aerial photograph showing the boundary of West House (red line). (Courtesy Google Maps)

2.3 Tree Identification and Location

Plans 1 and 2 show the locations of the trees discussed in this report. We have numbered the trees on our plans consecutively from No.T1 to T8. These tree numbers relate to the details in the Tree Data Schedule and Tree Work Schedule at Appendices 4 and 5.

The plans in this report are for illustrative purposes only – do not use them for directly scaling measurements.

2.4 Tree Observations

We visually inspected eight trees (Tree ID Nos.T1-T8) and recorded information on their species, size and condition, along with any management recommendations. Appendix 4 contains a schedule of the tree data.

3 APPRAISAL

3.1 Target Value and Tree Risk Considerations

The level of risk trees present is described as being dependant on a combination of three factors (Matheny and Clark, 1994; Lonsdale, 1999; Ellison, 2005):

- the probability of mechanical failure;
- the size of the tree or part most likely to fail (impact potential); and
- the probability that the part of the tree most likely to fail will impact on a person or structure of value

It is widely accepted within the arboricultural industry that healthy, structurally sound trees can fail particularly during extreme weather events. Indeed, in his book 'The body language of trees – A handbook for failure analysis,' Claus Mattheck states '*it is perfectly normal for trees occasionally to break without there having to be anyone to blame. The breakage of a tree is the natural price that the species must pay for achieving an energy-saving, lightweight structure.*' However, due to their static nature, healthy trees are capable of supporting extra material, allowing them the comfort of a safety factor between 3 and 4 (Mattheck, 2001). This provides the tree with a level of security against breakage during the normal prevailing weather conditions.

Further information on tree risk management is available for tree owners on the National Tree Safety Group's website – www.ntsgroup.org.uk (viewed 20/04/2023). The documents available on this website discuss the risks from trees and put those risks into perspective, suggesting a responsible approach is taken to tree management.

We have considered the key factors outlined in the documents when assessing the level of risk the trees present.

When deciding whether work is necessary, we have taken into consideration the location of the trees and the frequency and value of 'targets' within striking distance.

3.2 General Tree Health and Condition

Six of the trees (Tree ID Nos. T1 & T4-T8) are in the mature age category, with two trees (Tree ID Nos. T2 & T3) in the early-mature age category. Seven trees (Tree ID Nos. T2-T8) are in the normal vitality health class. One tree (Tree ID No. T1) is in the early-decline health class.

The tree population is made up of a diverse range of species. This diversity makes the population fairly resilient to species specific pests or diseases, such as Dutch Elm Disease and Ash Dieback Disease, which can have a significant impact on tree populations consisting of one or two species.

The trees are currently in the moderate to good condition class, and we expect most have the capacity to live for decades to come. Therefore, this group of trees forms a reasonably robust population.

Over the coming years, some trees will require remedial work to maintain them in a suitable condition. When they require removal, this can create opportunities to plant new trees and will help maintain trees within the landscape for future generations.

3.3 Target Value Assessment

In tree risk assessment, targets are the people, property, or activities that could be injured, damaged, or disrupted by tree failure. Targets can be categorised by their ability to move or be moved. So, the target zone is the area in which a tree or branch is likely to strike when it fails. For symmetrical trees, this zone is normally equal to a circle around the tree with a radius of about 1 to 1.5 times the height of the tree.

Plan 2 shows our indicative assessment of the target values. We have divided the targets on this plan into three categories: low, medium and high value.

We assessed the residential and school buildings to be 'high value' target areas due to the level of occupation, even during stormy weather conditions. We assessed the roads, car parking areas and outside play areas to be 'medium value' target areas, as people and vehicles are likely to be less frequent during stormy weather, unless cars are parked. We assessed the gardens and open areas to be 'low value' areas, as people are unlikely to be using these areas during stormy weather events when trees are more likely to fail.

3.4 Tree Risk Assessment

The Quantified Tree Risk Assessment (QTRA) system (www.qtra.co.uk), developed by Mike Ellison at Cheshire Woodlands, applies established and accepted risk management principles to tree safety management. The system moves the management of tree safety away from labelling trees as either 'safe' or 'unsafe' and thereby away from requiring definitive judgements from either tree assessors or tree managers. Instead, QTRA quantifies the risk of significant harm from tree failure in a way that enables tree managers to balance safety with tree values and operate to predetermined limits of tolerable or acceptable risk.







By quantifying the risk from tree failure as a probability, QTRA enables a tree owner or manager to manage the risk in accordance with widely applied and internationally recognised levels of risk tolerance. QTRA further provides a decision-making framework which considers the balance between the benefits provided by trees, levels of risk they pose, and costs of risk management.

QTRA categorises its risk assessment into three levels: Broadly Acceptable, Tolerable or Unacceptable. Plans 1 and 2 show these risk ratings as green for Broadly Acceptable risk, orange for Tolerable risk, and red for Unacceptable risk.

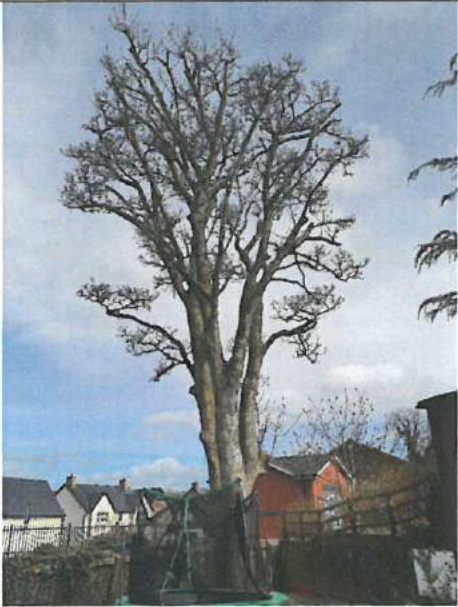

- **Unacceptable** risks will not ordinarily be tolerated. Control the risk.
- **Tolerable (Agree)** (by agreement) risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value. Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value, in which case review the risk.
Tolerable (ALARP) (where imposed on others) risks are tolerable if 'as low as reasonably practicable' (ALARP). Assess costs and benefits of risk control. Control the risk only where a significant benefit might be achieved at reasonable cost. Review the risk
- **Broadly Acceptable** risk is already 'as low as reasonably practicable'. No action currently required. Review the risk.

Using QTRA, we assessed two trees (Tree ID No. T1 & T6) present a 'Tolerable (Agree)' risk of causing harm or damage during normal weather conditions. We assessed the risk for the other six trees to be 'Broadly Acceptable'.

4 PHOTOGRAPHS

Tree ID No.	Species	Photograph	Assessed Risk	Tree ID No.	Species	Photograph	Assessed Risk
T1	Sycamore		Tolerable (Agree)	T2 & T3	Cedar & Willow		Broadly Acceptable
T4 & T5	Horse Chestnut & Giant Redwood		Broadly Acceptable	T6	Wych Elm		Tolerable (Agree)
T7	Horse Chestnut		Broadly Acceptable	T8	Lime		Broadly Acceptable

4.1 Tree Observations and Defects

<p>Tree ID No.T1 – Sycamore</p> <ul style="list-style-type: none">• Crown has been heavily pruned in past.• Crown has reduced vitality.	
<p>Tree ID No.T6 – Wych Elm</p> <ul style="list-style-type: none">• Lateral branches have failed in recent past.• Trunk has ivy grown up it that may be obscuring defects.	

Tree ID No.T7 – Horse Chestnut

- Lateral branches are interfering with the roof.



5 RECOMMENDATIONS

5.1 Recommended Tree Work

5.1.1 Medium Priority Work

Currently, as a medium priority, we recommend carrying out work to three trees:

- Tree ID No. T1 – Sycamore – Fell tree and replant.
- Tree ID No. T6 – Wych Elm – Fell tree and replant.
- Tree ID No. T7 – Horse Chestnut – Prune low branches to create a 2-3m clearance from the roof and ground.

Appendix 5 contains a detailed schedule of the recommended tree work.

This work will minimise the likelihood of branch failure causing harm to people or damage to property.

5.1.2 Low Priority Work

Currently, as a low priority, we recommend carrying out work to one tree:

- Tree ID No. T8 – Lime – Prune low branches to create a 2-3m clearance from the ground.

5.1.3 Tree Work Priority

Recommendations for risk management work are prioritised as either:

- High priority – carry this work out as soon as reasonably possible.
- Medium priority – this work does not need carrying out straight away, but we recommend inspecting these trees every two to three years – ideally in leaf and out of leaf – and extreme weather events. If you decide not to carry out this work straight away, we recommend making provision for it in future budgets.
- Low priority – this work does not need carrying out straight away, but these trees have notable defects that could develop over time. We recommend inspecting these trees every two to three years – ideally in leaf and out of leaf – and after extreme weather events.

5.1.4 Tree Work Standards

We recommend using a suitably qualified, competent, experienced, and insured contractor to carry out any tree work. The contractor should carry out their work in accordance with the recommendations contained in the British Standard – BS 3998, *Tree work – Recommendations* (2010) – as modified by research that is more recent.

5.2 Tree Planting

Due to the current condition of some of the trees, we recommend planting new trees in suitable locations so large trees can remain part of the landscape for generations to come.

We recommend planting a Common Beech and a Silver Birch of 'Standard' size along the roadside banking to maintain the treescape in the area.

5.3 Future Inspections

Due to the size of the trees and their proximity to residential buildings, roads and car parking areas, we advise a suitably qualified, experienced and insured arboricultural consultant inspects the trees every two to three years. We recommend staggering the re-inspection regime to observe the trees both in and out of leaf.

We also recommend reviewing the trees after weather events that could affect the tree stability or structure, such as drought, windstorms, floods, or heavy snow fall.

6 LEGAL CONSIDERATIONS

6.1 Protected Trees

We have not been able to ascertain from Cumberland Council exactly which trees have statutory protection with a Tree Preservation Order (TPO). From a simple digital plan, it appears Tree ID Nos.T1, T4, T5, T7 & T8 are protected with a TPO.

Where the trees are protected by a Tree Preservation Order, or if they are located in a Conservation Area, or protected by planning conditions, it will be necessary to obtain permission from the LPA before carrying out any work. This includes work and activities that may affect soil where roots of protected trees are growing. Certain exemptions require five days notification to the LPA, apart from in extremely dangerous circumstances.

6.2 Wildlife Conservation Legislation

Most birds' nests have legal protection while in use; also, bats and their roosts have legal protection whether in use or not. Tree surgeons should be aware of their duties under the legislation to protect wildlife and should carry out their site assessment and work accordingly. If you suspect bats use the area, consult English Nature.

The Bat Conservation Trust produce a useful webpage for managing trees and bats: www.bats.org.uk/our-work/landscapes-for-bats/bats-and-woodland/woodland-wildlife-toolkit (viewed 20/04/23). This links to a Government webpage (www.gov.uk/guidance/manage-and-protect-woodland-wildlife) – viewed 20/04/23), which states:

'You must comply with regulations protecting wildlife species and habitats when you're managing woodland and planning forestry operations. These include the European protected species (EPS) listed in the Conservation of Habitats and Species Regulations 2017 and the Wildlife and Countryside Act 1981.

It's an offence to:

deliberately capture, injure, kill or cause significant disturbance to a protected species

deliberately destroy the eggs of a protected species

damage or destroy protected species' breeding sites or resting places (such as a bat roost in a tree or a dormouse nest on the woodland floor)

You must carry out planned operations carefully, making the necessary checks, and you may need a wildlife licence in certain circumstances. If you follow good practice you should be able to carry out most activities without the need for a licence – but to do so you may just have to modify or reschedule some of your management proposals or practices.'

7 CONCLUSIONS

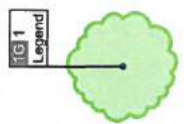
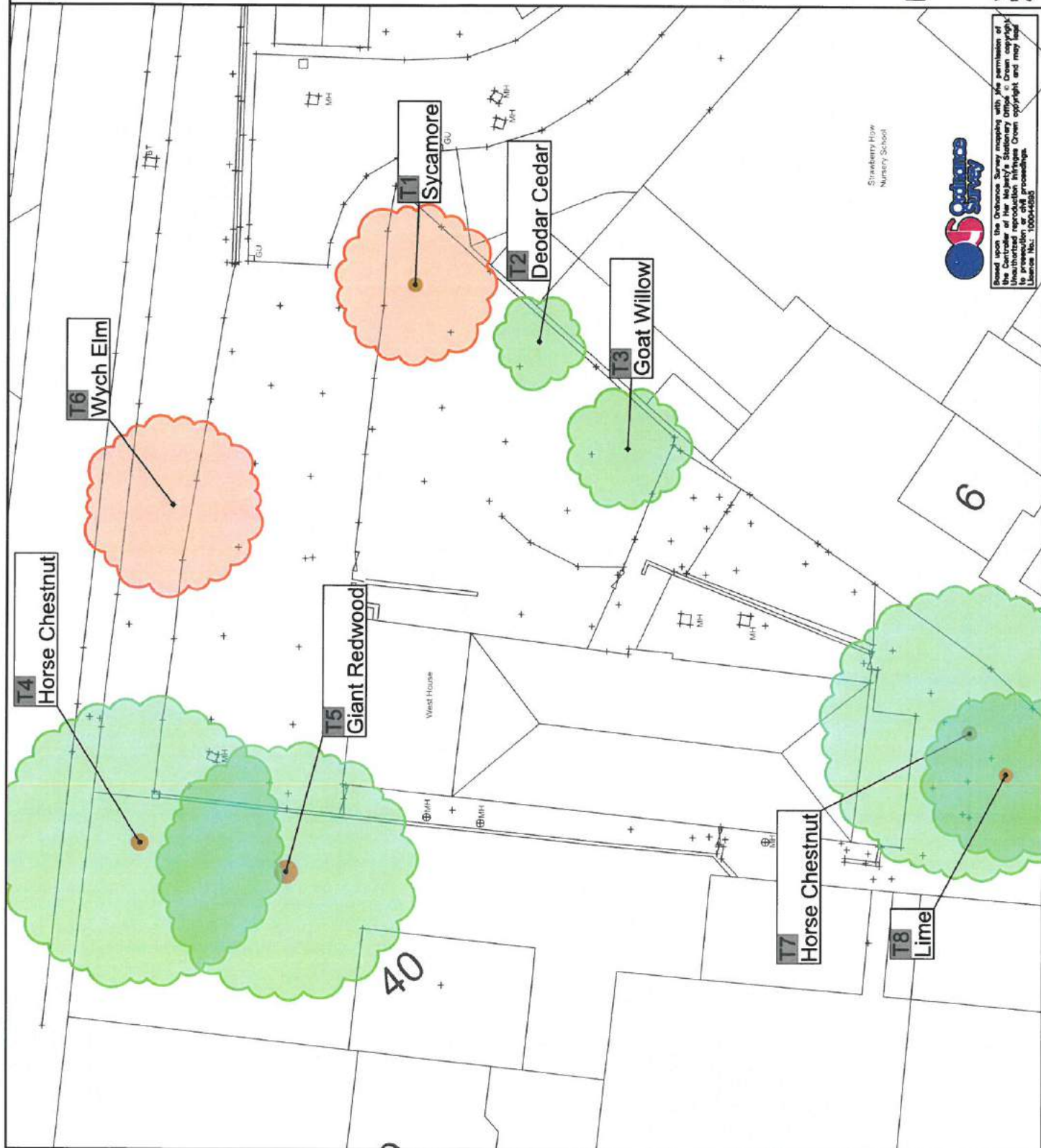
Based on the information discussed in this report, our conclusions are summarised below.

- We visited West House on 11 April 2023 and inspected eight trees (Tree ID Nos.T1-T8).
- Photo 1 on page 4 shows the location of West House. Plans 1 and 2 show the locations of the trees (Tree ID Nos.T1-T8).
- We assessed the residential and school buildings to be 'high value' target areas, the roads, car parking areas and play areas, to be 'medium value' target areas, and the open areas to be 'low value' areas.
- The tree population is made up of a mixture of species, with most in the 'normal vitality' health class. We assessed one tree (Tree ID No. T1) to be in the 'early-decline' health class. Appendix 4 contains the Tree Data Schedule.
- Most trees are in the good condition class. We assessed two trees (Tree ID No. T1 & T6) to be in the moderate condition class.
- We expect most trees to survive for more than 40 years.
- Using QTRA, we assessed two trees (Tree ID Nos. T1 and T6) present a 'Tolerable' risk of causing harm or damage during normal weather conditions. We assessed the risk of the other trees as 'Broadly Acceptable'.
- Currently, as a medium priority, we recommend carrying out work to three trees – Tree ID Nos. T1, T6 and T7. And, as a low priority, we recommend carrying out work to one tree – Tree ID No. T8. Appendix 5 contains a detailed specification of the tree work.
- We recommend planting a Common Beech and a Silver Birch of 'Standard' size along the roadside banking to maintain the treescape in the area.
- We advise a suitably qualified, experienced, and insured arboriculturist re-inspect the trees every two to three years and after strong winds and after tree altering weather events.

Alistair Hearn HND(Urb.For.), Cert.Arb.(RFS), M.Arbor.A.

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Approximate tree location and crown spread, labelled with the ID number and species.
Tree crown colour indicates the assessed tree risk.

TREE RISK ASSESSMENT
 Green = Broadly Acceptable
 Yellow = Tolerable (Agree)
 Orange = Tolerable (Agree)
 Red = Unacceptable



Scale - 1:250 @ A3



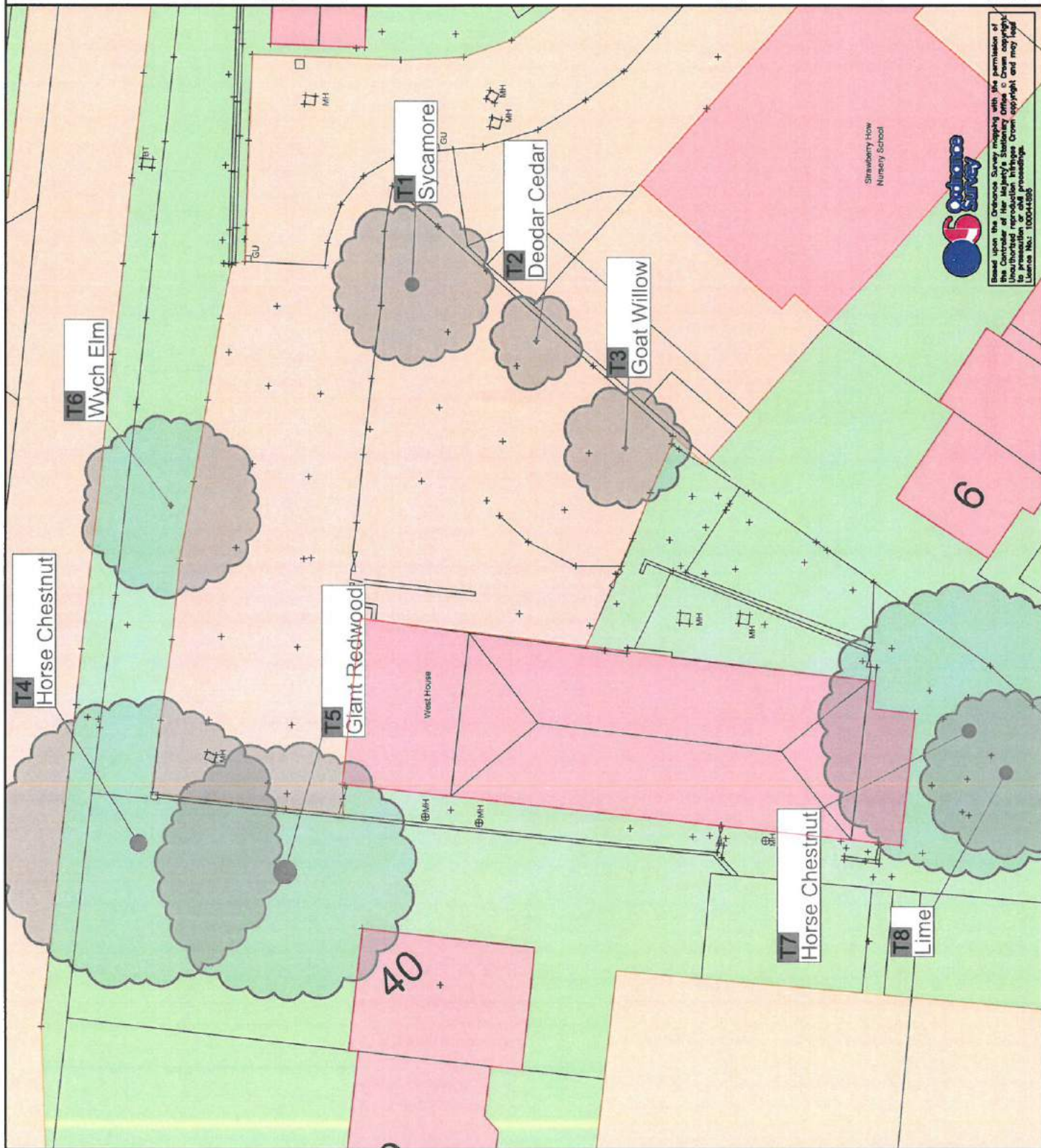
NOTES:

Tree locations are taken from the topographic survey. Check all dimensions on site.

Plan 1 - Tree Location Plan



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TARGET VALUE ZONES

Targets are the people, property, or activities that could be injured, damaged or disrupted by a tree failure. The target zone is the area in which a tree or branch is likely to strike if it falls.



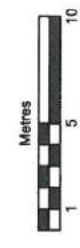
Area assessed as a low value target.

Area assessed as a medium value target.

Area assessed as a high value target.



Scale - 1:250 @ A3



NOTES:

Tree locations are taken from the topographic survey. Check all dimensions on site.

Plan 2 - Target Value Assessment Plan



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Appendix 1

The Experience and Qualifications of Alistair Hearn

1. Qualifications

- In 2001, the Royal Forestry Society awarded Alistair the Certificate in Arboriculture, from the National School of Forestry at Newton Rigg, Penrith.
- In 2004, Alistair passed a Higher National Diploma in Urban Forestry, from the National School of Forestry at Newton Rigg, Penrith.
- In 2005, Alistair became a Professional Member of the Arboricultural Association.

2. Practical experience

Alistair has been working and studying within the field of arboriculture for over 20 years, first as a tree surgeon and latterly in an advisory capacity. Until July 2004, Alistair worked within the practical field of arboriculture, carrying out tree surgery for local and national clients. Since August 2004, Alistair has been working as an arboricultural consultant with Capita Symonds Ltd. This work involved various large-scale tree condition and safety surveys, along with carrying out detailed tree inspections. More recently, he concentrated on trees in relation to construction and the planning system. This involved providing the relevant tree surveys, implication assessments, and protection plans for development applications. Alistair also provided Salford City Council with advice on tree preservation orders, trees in conservation areas and trees in development applications. While acting as an arboricultural consultant he has been involved with a number of commissions covering a variety of different aspects of arboriculture:

- surveying and making safety recommendations for trees on school sites in Cumbria;
- putting tree work out to tender and managing the resulting contracts;
- evaluating tree quality on development sites, assessing the impacts of development proposals on those trees to be retained, making recommendations, advising on protection methods, and outlining mitigation measures; and
- involved with carrying out a 'drive-by' scoping survey of 2500 miles of highway for Lancashire County Council

3. Continuing professional development

Alistair Hearn attends conferences, seminars and workshops run by forestry and arboricultural organisations, colleges and universities.

4. Relevant experience

Alistair Hearn has spent many years working with trees, some of which he considers to pose a high level of risk. This has informed his decision-making process for judging how much risk the trees pose and the remedial work required to make a tree safe.

5. Membership of professional organisations

In addition to being a Professional Member of the Arboricultural Association, Alistair Hearn is a member of the Royal Forestry Society of England, Wales, and Northern Ireland.

Appendix 2

Extracts from the British Standard: Tree work – Recommendations (BS 3998, 2010)

0.3 Potential consequences of tree work

While tree work can be desirable to accommodate people's requirements from the tree and the land around it, any work that exposes the woody tissues is a form of damage that can be detrimental to the tree in the long term.

Various organisms (e.g. certain fungi and bacteria) can destroy (decay) woody tissues in a tree. Decay is a normal process in the ageing of trees but it can be accelerated, with potentially serious consequences, if a substantial proportion of the cross-section of a stem or major branch is injured, e.g. by pruning wounds (see Clause 8). This can happen either if the organisms gain entry via wounds, or if they have previously been latent within the tissues and later become activated as a result of injury. Inappropriate tree work or site disturbance, leading to injury or physiological stress, can make roots susceptible to a range of organisms that can sometimes kill and/or decay them (see Clause 6).

Decay induced by excessive pruning can eventually impair the structural integrity of a tree, but, in many instances, the affected zone becomes compartmentalized within a wall of sound wood, which is often strong enough to provide adequate support. Also, any loss of structural integrity might be countered by compensatory growth in the tree. The rate and the eventual extent of decay depend on many factors, including the species of tree and of the decay-causing organism(s) involved. Some forms of tree management (see Clause 9) might help to limit the rate or the eventual extent of the decay, particularly if they involve remedial work following storm or other damage, but none will arrest the decay. Other forms of management might accelerate the process (e.g. infliction of further damage by pruning). Artificial restraint (see Clause 10), often undertaken together with pruning, can help to prolong the safe useful life of the tree.

Clause 7 includes guidance on the precautions by which the potentially harmful effects of pruning can be minimized. In order to help ensure that decay, when detected, does not develop to the extent that a tree becomes significantly weakened, the relative extent of the decayed zone and of the sound wood needs to be monitored and, when necessary, action taken to manage the tree.

0.4 Categories of tree work: purposes and principles

The management of trees and of the surrounding land needs to be planned in order to maintain the multiple values of the trees, while safeguarding people and property in instances where significant tree-related risks occur.

This standard gives guidance on the main tree work operations. For those listed below, it is particularly important to take account of their purposes and of the underlying principles.

Pruning. The various forms of pruning (e.g. crown reduction, thinning or lifting) are the most frequently practised tree work operations, since a wide range of aims and objectives can thereby be achieved. These objectives relate, for example, to the structural integrity of the tree, the safety of people and property, access, obstruction, light and aesthetic value (see 7.1 and Annex B). Pruning falls into two main categories: formative pruning, whereby mainly young trees are encouraged to grow in a desired form, and remedial and restorative pruning, whereby the existing form of the crown (particularly in older trees) is managed or modified.

Well planned and properly executed pruning can reduce the probability of structural failure and so reduce risk to people and property, while sometimes prolonging a tree's safe life. However, pruning is also a form of damage, which removes foliage and locally disrupts columns of liquid and the network of living cells, so that zones of sapwood become physiologically dysfunctional. Decay tends to develop in the affected wood and can extend further within the tree, sometimes causing weakness. The amount of pruning and the size of the resultant wounds therefore need to be kept to the minimum required for the particular objective.

7 Pruning and related work

7.1 General

NOTE The principal options for addressing a range of management objectives are given in Annex B, Table B.1. It is expected that a choice from these options will have informed the work specification (see 4.1).

During the course of pruning, any work that would adversely affect the structural integrity and sustained growth of the subject tree or neighbouring specimens should be avoided as far as practicable. The work should be planned so as to minimize any potential diminution of the tree's aesthetic, ecological or other value (see Clause 4).

In order to help ensure that the tree has enough energy and remains sufficiently intact to resist disease and decay satisfactorily, the amount of leaf-bearing twig structure removed and the size of pruning cuts – both individually and collectively – should be kept to the minimum required to achieve the objectives (see Figure 1 and Annex B). If, on this basis, it would still not be possible to retain enough leaf area for satisfactory physiological function, the work should if possible be done in phases (see 5.4) to allow refoliation.

7.2.4 Deciding where and how much to prune

In order to ensure that the potentially adverse effects of pruning are avoided as far as possible (see 7.2 and 0.3), the cross-sectional area of the cuts individually and in total should be minimized as follows.

Each final cut should be kept as small as possible, e.g. by cutting at an optimum angle (see 7.2.5).

In order to select a branch for removal, the diameter of the final cut should generally not exceed one-third of that of the parent stem or branch. If the tree is old or declining, the maximum diameter of individual cuts should be even smaller, to allow for the relatively small proportion of sapwood and the slow rate of wound occlusion. This recommendation cannot be fulfilled in the case of co-dominant stems, but the removal of such a stem may be undertaken if the wound is small enough to become occluded rapidly.

The number and size of cuts should generally be limited so that their total cross-sectional area does not exceed one-third of that of the stem, when measured at 1.5 m above ground level, as in the examples shown in Table 1, where the stem-diameter is 600 mm and the cuts are all equal in size. A lesser proportion should generally be adopted when pruning large-diameter veteran trees (see Annex C).

If a stem or branch is to be shortened, the cut should be made distal to a union or group of unions where one or more healthy lateral branches bear enough foliage to sustain the parent stem or branch. If there is only one such union near the intended cut, the lateral branch should have as large a diameter as possible (i.e. at least one-third and preferably more than half that of the removed portion).

In species which lack a durable heartwood or which have particularly weak defences against wound-induced decay, the guidance in 7.2.2 should be followed regarding the need to avoid, as far as possible, the exposure of the older, central wood.

The removal of branches which are close together on a parent stem or branch should be avoided, unless the tree is young (see 7.4) or the cuts are so small as to be capable of being fully occluded, and therefore resistant to decay, within a few years. If such work cannot be avoided, the branches selected for removal should not be closely aligned within the tree's vascular system (e.g. in a vertical line). If this precaution is not compatible with long-term management objectives, the work could be phased over several seasons with a view to lessening its damaging effects.

NOTE If axially adjacent branches are removed, the resulting zones of dysfunction (and of any associated decay) often merge into an extensive column. This is especially likely to occur in species that often become rapidly and extensively decayed (e.g. species of *Aesculus*, *Salix*, *Populus* and some *Acer* spp.). In addition, the excessive removal of lower branches from a parent stem or branch might lead to increased swaying (see also 7.5 and 7.6).

For most forms of crown management, pruning cuts should normally be made at branch or stem unions so as to avoid the retention of stubs, which can die back and inhibit wound occlusion, or give rise to an undesirable proliferation of new shoots, e.g. in *Tilia* spp. Stubs may, however, be retained in order to encourage the formation of shoots in old trees, lapsed pollards (see 7.10) or damaged trees

with conservation value. For these and certain other categories of tree, it is appropriate to use special procedures such as retrenchment pruning, for which the guidance in Annex C should be followed.

7.5 Crown thinning

In crown thinning, an even density of foliage should be retained throughout a well-spaced and balanced branch structure which could, if required, provide an adequate framework for a possible future crown reduction. If the objective is to lessen the overall loading on a defective branch or stem, crown reduction and reshaping (see 7.7) should be chosen in preference to crown thinning.

NOTE 1 Crown thinning is not the most suitable method of reducing the overall loading on a defective branch or stem, since it does not reduce leverage and sometimes increases the probability of branch failure. It is rarely a once-only operation. Repeat pruning might be necessary, particularly on species that tend to produce abundant epicormic shoots.

The percentage of the leaf-bearing twig structure to be removed in crown thinning should be kept to the minimum required to achieve the objective (see Annex B) and in any case should not exceed 30%. This percentage should be stated in the work specification. Material should be removed systematically from throughout the tree rather than from the inner crown only. Cutting branches back to the main stem should generally be avoided, although structurally weak or hazardous branches should be removed if there is no alternative. (See 7.4 regarding crossing branches.)

NOTE 2 Uneven thinning or over-thinning increases the probability of branch failure, either by creating gaps in the crown, or by removing shoots and secondary branches from the proximal parts of a branch and leaving twigs and foliage only at the tip (this is also known as lion-tailing).

7.7 Crown reduction and reshaping

COMMENTARY ON 7.7

Crown reduction alleviates biomechanical stress by reducing both the leverage and the sail area of the tree, and can allow retention of a tree in a confined space. It can also be used to create a desired appearance or to make the tree more suited to its surroundings. Unlike topping (see 3.28 and Annex C), it retains the main framework of the crown and therefore a high proportion of the foliage-bearing structure, which is important for the maintenance of vitality. Not all species or individual trees are appropriate candidates for reduction. In crown re-shaping, the height and/or spread of one or more portions of the crown are selectively reduced, while not necessarily reducing the height and spread of the tree as a whole (see also 7.8 and 7.9.2 regarding the selective pruning of individual branches).

7.7.1 General

When assessing the suitability of a tree for crown reduction, particular regard should be paid to the characteristics of the species as well as the physiological condition of the individual tree. The extent of crown reduction should be determined on the basis of the management objective (see Annex B) and on an assessment of the ability of the tree to withstand the treatment.

The general principle is that, following reduction, there should still be a strong framework of healthy small-diameter branches and twigs (leaf-bearing structure), capable of producing dense leaf cover during the following growing season. In order to apply this principle, each tree should first be assessed so as to decide how much and where to cut (see also 7.2.4).

A crown should normally be reduced in proportion to its original shape, so as to avoid altering the balance of the tree as a whole, but the objective should not be to achieve symmetry for its own sake. The shape of the crown may be altered if there is a specific need to do so, e.g. for biomechanical integrity.

Due to its potentially negative effects, crown reduction should not usually be carried out in addition to other crown pruning operations, which would add to the amount of wounding and leaf loss.

NOTE 1 Although crown reduction should not be combined with systematic crown thinning, it often entails some degree of thinning due to the selective removal of branches at their points of origin.

Within the context of crown reduction, as opposed to topping, the cuts would normally expose a much smaller proportion of heartwood or ripewood than of sapwood and should not exceed 100 mm in diameter except on very large trees.

NOTE 2 Guidance on situations where a more severe crown reduction might be necessary is given in Annex C.

NOTE 3 Figure 4 shows a diagrammatic illustration of a tree before and after crown reduction, with the peripheral branches shortened or removed in a uniform and systematic manner, whilst preserving as natural a shape as possible.

Appendix 3

Explanatory Notes for Tree Data and Tree Work Schedule

Mathematical abbreviations: > = Greater than; < = Less than; # = Estimated; ¥ = measured below 1.5m.

Compass Bearing: N = north; S = south; E = east; W = west; NE = north-east; NW = north-west; SE = south-east; SW = south-west.

ID: This is the number used to indicate the trees approximate position on Plan 1. The number is also used in Appendixes 3 and 4.

Species: The species identification is based on visual observations and the common English name of what the tree appeared to be.

Trunk Diameter: These figures relate to the diameter of the trunk 1.5m above ground level and are recorded in centimetres measured with a diameter tape. The ¥ symbol indicates the measurement was taken below 1.5m due to a branch or stem union. More than one figure indicates that the tree has a number of stems.

Crown Radius: The radial measurement of the tree crown, taken at the farthest extent of the branch spread to the trunk. Measured in metres.

Tree Height: The height of the tree measured with a Trupulse 360R laser rangefinder. Measured in metres.

Age Class: Assessed as either:

- Sapling or newly established = a size which could be easily transplanted;
- Semi-mature = prior to seed bearing age and could be transplanted with care;
- Juvenile Mature = young and if healthy growing rapidly, not yet achieved full mature height;
- Young Mature = early maturity, not fully grown but of seed bearing age and may have achieved mature height;
- Mature = fully grown, annual growth is much reduced;
- Old Mature = old for the species, possibly starting to decline;
- Ancient = exceptionally old for the species, the crown may be retrenching, provides many opportunities for wildlife and is likely to be an important habitat.

Health Class:

- Normal Vitality = normal growth and twig extension;
- Moderate Vitality = reduced twig extension but other than that few signs of ill-health;
- Early Decline = reduced twig extension and some dead twigs in the outer canopy;
- Mid-decline = small internodes, the canopy may be thinning and contain dead twigs and/or branches in the outer canopy, older branch wounds that haven't occluded may be decaying and forming cavities;
- Severe Decline = sparse crown, numerous dead twigs and branches in the outer canopy, older branch wounds likely to be decaying and forming cavities;
- Dead.

Condition Class: An assessment of the structural condition of a tree: A to E; very good to very poor and could collapse imminently.

- A – Good – no significant structural defects;
- B – Moderately Good – some minor structural defects that are unlikely to compromise its structural integrity at this time but could develop in the future;
- C – Moderate – one or more moderate defects that are could lead to failure during severe unexpected Weather conditions;
- D – Poor – contains significant structural defects that could lead to failure during weather events expected in this locality; and
- E – Very Poor – significant structural defects that have lead to partial failure and catastrophic failure could be imminent.

Tree Observations: Observations that are unlikely to alter over time are listed here.

Risk Assessment: An assessment of the risk the tree presents using QTRA (www.qtra.co.uk).

Recommended Work: General description of recommended work.

Appendix 4

Tree Data Schedule

TREE SURVEY											RISK ASSESSMENT					WORK			NOTES	
Tree ID No.	Species	Trunk Diameter (cm)	Trunk Diameter Measurement Height (m)	No. of stems	Crown spread radius (m)	Tree Height (m)	Age Class	Health Class	Condition Class	Tree Observations	QTRA Target No.	Target distance	QTRA Size No.	QTRA Probability of failure No.	Risk Rating	Recommended Work	Work Notes	Work Priority	Site Notes	Survey Date
T1	Sycamore	90	@ 1.5m	1	4.8	15	Mature	Early Decline	Moderate	<ul style="list-style-type: none">Crown has been heavily pruned in past.Crown has reduced vitality.	2	1	4	3	Tolerable (Agree)	Fell	and replant	Medium	Tree in School play area	11/04/2023
T2	Deodar Cedar	20#	@ 1.5m	1	2.5	11	Early Mature	Normal Vitality	Good	<ul style="list-style-type: none">No significant defects to report	2	1	4	7	Broadly Acceptable	None			Tree in School play area	11/04/2023

TREE SURVEY										RISK ASSESSMENT					WORK			NOTES		
Tree ID No.	Species	Trunk Diameter (cm)	Trunk Diameter Measurement Height (m)	No. of stems	Crown spread radius (m)	Tree Height (m)	Age Class	Health Class	Condition Class	Tree Observations	QTRA Target No.	Target distance	QTRA Size No.	QTRA Probability of failure No.	Risk Rating	Recommended Work	Work Notes	Work Priority	Site Notes	Survey Date
T3	Goat Willow	10#, 10#, 10#	@ 1.5m	3	3.5	5	Early Mature	Normal Vitality	Good	<ul style="list-style-type: none">No significant defects to report	2	1	4	7	Broadly Acceptable	None			Tree in School play area	11/04/2023
T4	Horse Chestnut	110#	@ 1.5m	1	8.9	16.7	Mature	Normal Vitality	Good	<ul style="list-style-type: none">No significant defects to report	4	3.5	0	7	Broadly Acceptable	None			Tree in adjacent property	11/04/2023
T5	Giant Redwood	150#	@ 1.5m	1	7.9	30.3	Mature	Normal Vitality	Good	<ul style="list-style-type: none">No significant defects to report	4	3.5	0	7	Broadly Acceptable	None			Tree in adjacent property	11/04/2023

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TREE SURVEY											RISK ASSESSMENT					WORK			NOTES	
Tree ID No.	Species	Trunk Diameter (cm)	Trunk Diameter Measurement Height (m)	No. of stems	Crown spread radius (m)	Tree Height (m)	Age Class	Health Class	Condition Class	Tree Observations	QTRA Target No.	Target distance	QTRA Size No.	QTRA Probability of failure No.	Risk Rating	Recommended Work	Work Notes	Work Priority	Site Notes	Survey Date
T6	Wych Elm	25#	@ 1.5m	1	5.4	9.9	Mature	Normal Vitality	Moderately Good	<ul style="list-style-type: none">Trunk has ivy grown up it that may be obscuring defects.Lateral branches have failed in recent past.	3	4.5	4	2	Tolerable (Agree)	Fell	and replant	Medium	Tree growing on banking	11/04/2023
T7	Horse Chestnut	96	@ 1.5m	1	9.1	16	Mature	Normal Vitality	Good	<ul style="list-style-type: none">Lateral branches are interfering with the roof	3	1	0	7	Broadly Acceptable	Prune low branches	to create a 2-3m clearance from ground and roof	Medium	Tree branches interfering with roof	11/04/2023
T8	Lime	90#	@ 1.5m	1	5	18.7	Mature	Normal Vitality	Good	<ul style="list-style-type: none">Trunk has Epicormic growth that may be obscuring defects	5	1	0	7	Broadly Acceptable	Prune low branches	to create a 2-3m clearance from ground	Low		11/04/2023

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Appendix 5

Tree Work Schedule

Tree ID No.	Species	Risk Rating	Recommended Work	Work Notes	Work Priority	Site Notes
T1	Sycamore	Tolerable (Agree)	Fell	and replant	Medium	Tree in School play area
T6	Wych Elm	Tolerable (Agree)	Fell	and replant	Medium	Tree growing on banking
T7	Horse Chestnut	Broadly Acceptable	Prune low branches	to create a 2-3m clearance from ground and roof	Medium	Tree branches interfering with roof
T8	Lime	Broadly Acceptable	Prune low branches	to create a 2-3m clearance from ground	Low	

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
1108	1108	£649.00	£0.00	£649.00	02/05/23	Cumberland Council - Rates - TIC- May	£649.00
1109	1109	£1,347.00	£0.00	£1,347.00	02/05/23	Cumberland Council - Rates May - TH	£1,347.00
1110	1110	£2,464.00	£0.00	£2,464.00	02/05/23	Cumbria Coal Ltd - Rent Tarn Close Depot	£2,464.00
1111	1111	£1,425.60	£237.60	£1,188.00	02/05/23	Cumbria Coal Ltd - Bulbs	£1,425.60
1112	1112	£250.00	£0.00	£250.00	02/05/23	Steve Wilson First Aid Associates - First Aid Cover - Coronation picnic	£250.00
1113	1113	£9.00	£1.50	£7.50	02/05/23	Lifestyle Repairs - Mayors Gold Sheild	£9.00
1114	1114	£1,249.57	£198.16	£1,051.41	02/05/23	Npower Ltd - Various locations	£1,249.57
	1	£1,157.08	£192.85	£964.23		TIC Library	
	2	£11.96	£0.57	£11.39		MG mem gardens	
	3	£13.41	£0.64	£12.77		toile harris park	
	4	£67.12	£4.10	£63.02		toile Main Street	
1115	1115	£156.00	£26.00	£130.00	02/05/23	POD North West Ltd -	£156.00
	1	£78.00	£13.00	£65.00		Event Coronation Picnic	
	2	£78.00	£13.00	£65.00		Event Family Fun Day	
1116	1116	£30.60	£0.00	£30.60	02/05/23	Skylark Studios - Tic Stock	£30.60
1117	1117	£24.93	£1.36	£23.57	02/05/23	Water Plus - Mem Gardens Toilets-	£24.93
1118	1118	£52.77	£0.00	£52.77	02/05/23	Water Plus - library	£52.77
1119	1119	£2,686.32	£447.72	£2,238.60	02/05/23	Tivoli Services Ltd - Grounds Maintenance - April	£2,686.32
	1	£2,126.33	£354.39	£1,771.94		MG Memorial Gardens	
	2	£559.99	£93.33	£466.66		OP other p;ay areas	
1120	1120	£29.95	£4.99	£24.96	02/05/23	Andrew Semple - 6x Coronations mugs	£29.95
1121	1121	£211.70	£0.00	£211.70	02/05/23	J Airey - Internal Audit	£211.70
1122	112979	£825.00	£137.50	£687.50	02/05/23	Mr Philip Byrne - Professional Fees- High Court Justice - - Matter of Mem Gardens- open spaces act 1906	£825.00
1123	112972	£100.58	£16.76	£83.82	02/05/23	Viking - stationery	£100.58
1124	112973	£58.82	£9.81	£49.01	02/05/23	WF Cascade - cleaning products	£58.82

Signature

Signature

Date

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
1125	112974	£36.00	£0.00	£36.00	02/05/23	Cockermouth & District Chamber of Trade - tic stock	£36.00
1126	112975	£165.00	£0.00	£165.00	02/05/23	Simon Hine Window Cleaning Services - Clean bus shelters	£165.00
1127	112976	£480.00	£80.00	£400.00	02/05/23	JJ Group - Annual maintenance -Alarm/ CCTV Library	£480.00
1128	112977	£55.67	£9.28	£46.39	02/05/23	J A Lee Window & General Cleaning Contractors Ltd - Clean Library Windows	£55.67
1129	112978	£101.82	£16.97	£84.85	02/05/23	Viking - statinery - library	£101.82
1130	1130	£1,623.60	£270.60	£1,353.00	03/05/23	Edge Designs Ltd - it system licenses / microsoft annual fee	£1,623.60
Total		£14,032.93	£1,458.25	£12,574.68			

Signature _____

Date _____

Signature _____

**FINAL REPORT BY THE INTERNAL AUDITOR TO COCKERMOUTH TOWN COUNCIL
PERIOD 1ST OCTOBER 2022 – 31ST MARCH 2023
FINANCIAL YEAR ENDING 31 MARCH 2023**

I confirm I have, on the 27th April 2023 undertaken an internal audit for the period 1st October 2022- 31st March 2023 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Local Councils" A Practitioners' Guide (England) March 2023

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

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

1.Appropriate accountings records have been kept throughout the year.

The completed 2023 Annual Governance and Accountability Return (AGAR) confirms that the closing balance at 31st March 2022 has been correctly carried forward to 1st April 2023 to commence the financial year.

The bank reconciliation at 31st March 2023correctly reflects the balances on all bank accounts.

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

2. Standing Orders/Financial Regulations/Required Legislation

The Council currently has both documents.

The council website is compliant with all required legislation, having fulfilled the statutory requirement to display the requisite information publicly.

3.The authority complied with its financial regulations, invoices supported payments, all expenditure was approved and VAT was accounted for.

A comprehensive check was made of invoices paid in the period, which exceeded £2000.00 all were authorised, supported by invoices and recorded in the schedule.

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

There was a detailed audit trail for each of the following transactions:

921	Tivoli	Floral Displays	£2955.97
1077	Cumbria Coal Ltd.	Christmas Lights	£25219.09

4. Vat

Vat has been recorded and all sums reclaimed are accurate for the financial year 2022-23

Vat for the final quarter 1st January 2023 – 31st March 2023- £6969.53

5. Sct 137 Payments

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

This is the "power of first resort" which effectively means the legal power that allows the Council to spend any sums of money entirely at its discretion.

6. Risk Management

The risk assessment documents are regularly reviewed and update.

The current documentation was received and approved at the Meeting 15th March 2023 - Minute 197

Playground inspections are carried out weekly. An independent inspection is carried out annually as required for Insurance purposes. There is comprehensive insurance cover for significant risks.

7. Internal Financial Controls

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

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

8. Register of Interest

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

9. Budgetary Control

A correct budget process is in place and the budget regularly monitored.

The accounting method enables immediate identification of monthly and cumulative spends to each budget heading. The financial reports presented by the RFO enable the council to readily address any budget under/overspends and if necessary make the relevant.

The 2023/24 budget was received and approved at the meeting held on 21st December 2022 and the Council formally approved the precept of £290,812 to be advised to the Borough Council to meet the relevant timescale.

10. Cash Balances at the Bank

Within the cash balances at the bank as at the 31st March 2023 - £167528.89

is a reserve amount of £150,000. This sum can only be used to acquire another capital asset and is therefore not available as revenue spends.

External Audit guidance advises free revenue cash reserve nearer 3 months Net Revenue Expenditure (N.R.E.) for authorities with a N.R.E. in excess of £200,00

Cockermouth Town Council should plan on retaining the equivalent of 3 months expenditure as a cash General Reserve.

11. Income Controls

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

12. Clerk's Expenses/Petty Cash /Credit Card

All expenses are reported to the relevant meeting.

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

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

13. Payroll Controls

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

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

14. Asset Control

The Asset Register is updated annually to include any acquisitions and disposals if appropriate.

Assets of £1,702,200 are correctly identified in the Annual Governance and Accountability Return (AGAR)

All assets are adequately covered by insurance.

15. Year End Accounts

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

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

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



Georgina D. Airey – Internal Auditor. 2nd May 2023.

Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		✓
Section 1	For any statement to which the response is 'no', has an explanation been published?	N/A	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

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

Annual Internal Audit Report 2022/23

COCKERMOUTH TOWN COUNCIL

www.cockermouth.org

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

12/10/2022.

Name of person who carried out the internal audit

GEORGINA D. AIREY

Signature of person who carried out the internal audit

Georgina Airey

Date

27/4/2023.

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

COACERMOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

17/05/2023

and recorded as minute reference:

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

Chairman

Clerk

Steve Brown

www.coacermouth.org

Section 2 – Accounting Statements 2022/23 for

COCKERMOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	197,662	203,312	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	253,230	263,442	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	82,886	61,153	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	136,822	153,058	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	193,644	195,380	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	203,312	179,469	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	177,082	167,528	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,696,300	1,702,200	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Steve Brea

Date

17/05/2023

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

17/05/2023

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

COULERMOUTH TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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

DRAFT STATUTORY INSTRUMENTS

2012 No.

LOCAL GOVERNMENT, ENGLAND

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

Made - - - -

Coming into force in accordance with article 1(1)

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

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

Citation, commencement and interpretation

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

(2) In this Order—

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

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

Prescribed conditions

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

Transitional provision

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

(2) The circumstances are that—

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

(a) 2011 c.20.

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

- 5
- 1
- (b) at the next relevant annual meeting to be held after the meeting at which that resolution is passed, the parish council does not pass another resolution under that paragraph.
 - (3) The council shall continue to be an eligible parish council for the purpose of completing any activity—
 - (a) undertaken in the exercise of the general power, but
 - (b) not completed before the day of the meeting referred to in paragraph (2)(b).

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

Date

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

SCHEDULE

Conditions of eligibility

Article 2

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

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

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

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

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

✓ IB
AS. un

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

EXPLANATORY NOTE

(This note is not part of the Order)

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

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

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

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

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

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

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

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

DRAFT STATUTORY INSTRUMENTS

2012 No.

LOCAL GOVERNMENT, ENGLAND

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

£4.00

E2484 02/2012 122484T 19585

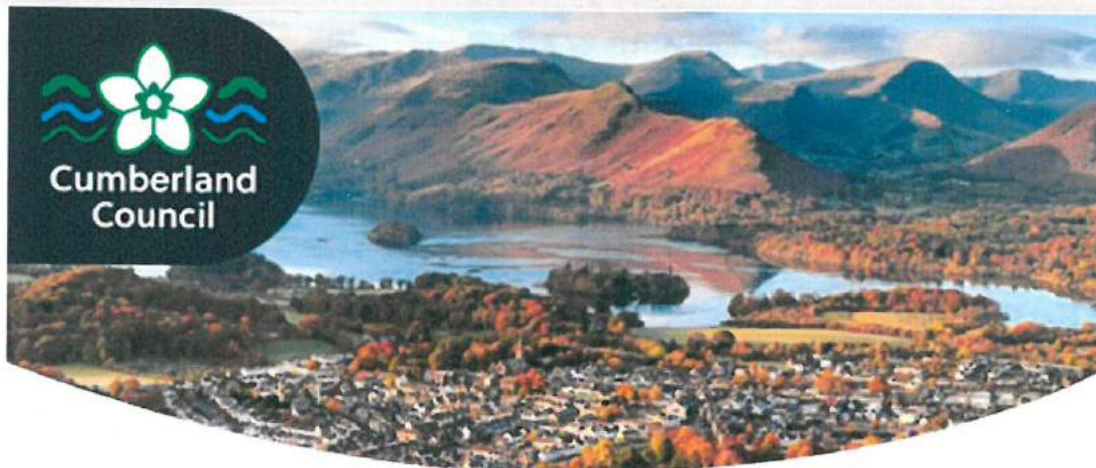
ISBN 978-0-11-151986-8



Clerk - Cockermouth TC

From: Cumberland Council <Cumberland@public.govdelivery.com>
Sent: 14 April 2023 17:36
To: Clerk - Cockermouth TC
Subject: Our inaugural meeting, jobs at the council, events and activities near you, latest on the town and parish elections, and more...

[View as a webpage](#) / [Share](#)



Cumberland Council's inaugural meeting

It has been quite an historic week for us.

Our first official inaugural Council meeting was held on Thursday 13 April.

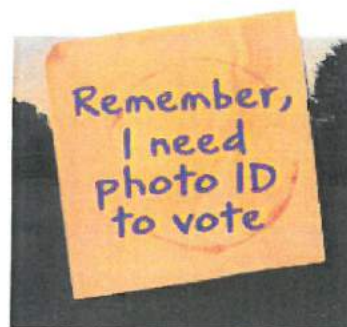
At the meeting, held at the Civic Centre, Carlisle, the first ever chair of the new council – Cllr Carni McCarron-Holmes - was appointed, alongside the deputy chair Cllr Abdul Harid.

Councillors also elected Cllr Mark Fryer as the Leader of Cumberland Council. Cllr Lisa Brown was appointed as Statutory Deputy Leader of the council with the Governance and Thriving Communities Portfolio, with Cllr Emma Williamson appointed as Deputy Leader with the Children's and Families portfolio.

[Find out more](#)

Town and Parish Council elections

There are a number of town and parish council elections being held on 4 May 2023 throughout our area. You can find out more details of the contested polls – as well as those which are uncontested, on our website at: [Parish council elections 2023 | Cumberland Council](#)



The deadline to ensure people are registered to vote in these elections is midnight on 17 April 2023.

Those who have recently turned 18, or moved house, should make sure they are registered to ensure they do not lose the right to vote.

The deadline for new postal or proxy vote applications is 5pm on 18 April 2023.

And don't forget that if you want to vote in person on 4 May, you'll need ID. Find out more about the accepted forms of ID and how you can get a Voter Authority Certificate, on our website.

[Find out more](#)



Events in Cumberland

There is something for everyone at the many events and activities happening over the next few weeks. Click the links to find out more:

- [Artisan Spring Fete at Distington Walled Garden](#) (Saturday 15 April between 10am - 4pm) for a feast of family fun.
- [CreateAbility Art Exhibition](#) – Carlisle Cathedral will host the creative work of Carlisle Day Services. Held from 17 to 24 April.
- [Taste Cumbria Wigton \(Saturday 22 April\)](#). This popular event returns to the centre of Wigton with lots of fantastic foodie fun.
- [George and Maud's Carlisle Secrets Trail](#). Explore the history and solve the mystery (ends 30 April).

Image is of the cake competition entries at Taste Cumbria in Wigton. Credit: Tom Kay Photographic.

Join team Cumberland

We have a number of vacancies for all sorts of jobs across the council.

So take a look and see if there is something for you and join the Cumberland Council team.



We're hiring!

[Find out more](#)

Roads update

Work started on our flood alleviation work this week in Flimby.

It will last for approximately five weeks, weather permitting, as we replace a culvert below the A596 at Bragg Beck.

There will be a road closure for 24 hours a day, seven days a week with work taking place between approximately 7.30am to 6.00pm, each day.

A diversion route is in place and you can find out more [on our website](#).

Any resident with any questions should phone the Highways Hotline at 0300 373 3736, or email A596.flimby@cumbria.gov.uk



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Clerk - Cockermouth TC

From: Cumberland Council <Cumberland@public.govdelivery.com>
Sent: 06 April 2023 16:47
To: Clerk - Cockermouth TC
Subject: All the latest news from Cumberland Council - Thursday 6 April 2023

[View as a webpage](#) / [Share](#)



Latest news from Cumberland Council

- [Cumberland Council starts delivering council services](#)
- [Council launches new community panels](#)
- [Opening hours for Cumberland Council services over Easter weekend](#)
- [Household Recycling and Waste Collections this bank holiday](#)
- [Cumberland residents need photo ID to vote at elections in May](#)
- [Recycle this Easter](#)
- [What's on in Cumberland...](#)
- [Sign up to keep in touch](#)

Cumberland Council starts delivering council services

This week marked a new era in local government in Cumbria, with the first days of operation for the new Cumberland Council.

On 1 April 2023, the new council took over responsibility for all services in the area previously served by Allerdale Borough Council, Carlisle City Council, Copeland Borough Council and Cumbria County Council.



The changes mean that there is now one main customer service contact number for council services. This is 0300 373 3730. Residents can find information about all council services at www.cumberland.gov.uk.

Image description: Cumberland Council sign

Council launches new community panels



A promise to put people at the heart of decision making will be supported by the creation of eight Community Panels.

Cumberland Council leaders voted overwhelmingly in support of the proposals which will see the Community Panels decide on the priorities for their area and offer grants accordingly.

Each Community Panel will be supported by a Network Panel made up of partners, residents, businesses and third sector organisations. They will help shape and guide the panel's investment plan.

The panels will have some funding and will be made up of the councillors from the Wards within a particular area.

The role of the Community Panels is to encourage community engagement and local decision making. Each panel will work with the community to develop a plan which can have sections bespoke to the communities within that particular area.

Image description: Cumberland Council logo

Opening hours for Cumberland Council services over Easter weekend

Cumberland Council will continue to provide key services over the Easter period, but some of its offices – will be closed on Good Friday, 7 April and Easter Monday, 10 April 2023.

The main switchboard number (0300 373 3730) will close at 5pm on Thursday 6 April and reopen on Tuesday 11 April at 9am. There will be a recorded message out of hours advising of the closure period and contact numbers for Highways, Homelessness, Adults and Children's Social Care should anyone be calling about an emergency. [Our website, Cumberland.gov.uk](https://www.cumberland.gov.uk) will have all the key information listed.

[Find out more about Easter opening hours](#)



Image description: graphic showing painted eggs with text reading 'Easter Bank Holiday. Find out about your services'.

Household Recycling and Waste Collections this bank holiday



Carlisle and Allerdale area - Bins due to be collected on Friday 7 April, will be collected as normal; however, there will no collections on Easter Monday, 10 April, and bins will be collected one day later throughout the week (Tuesday 11 to Saturday 15 April). Collections will return to normal from Monday 17 April onwards.

Copeland area - There will be no change to household recycling and waste collections that are scheduled for Friday 7 and Monday 10 April.

[Residents can check out specific waste collection dates, on the Cumberland Council website.](#)

Image description: person in high-vis clothing stepping into a Cumberland Council branded bin lorry

Cumberland residents need photo ID to vote at elections in May

For the first time, residents in the new Cumberland Council area will need to show photographic ID to vote at this year's local elections. Residents are being urged to make sure they are ready to vote in May by checking they have an accepted form of ID.

The reminder comes in the week that details of those standing for election have been published. [A full list of contested elections](#) can be found on the Cumberland Council website.



Accepted forms of ID include a UK, European Economic Area (EEA) or Commonwealth passport; a UK or EEA drivers' licence; and some concessionary travel passes, such as an older person's bus pass or an Oyster 60+ card. Voters will be able to use expired ID if they are still recognisable from the photo.

[Find out more about local elections](#)

Image description: Polling Station sign

Recycle this Easter



There is lots of work taking place to reduce the amount of packaging and make it more recyclable - but we can all play our part at home too.

The delightful treats that come with Easter can also bring boxes, foil wrapping and plastic, but which of these items can be recycled? We want to make sure you have all the information you need to recycle effectively this Easter.

Here are our top tips for a more recycling friendly Easter:

1. This one is easy – your cardboard boxes can be flattened and recycled.

2. Most packaging will have all the recycling information on it, it will help you pick out which parts can and cannot be recycled.
3. Supermarkets have some great recycling facilities, and some will take the recycling your doorstep collection may not, so check out your local supermarket for instore recycling.
4. It's not just chocolate egg packaging, if you get lots of Easter cards these can be recycled in with your card and paper – just rip off any glittery bits!
5. Clean aluminium trays will be collected for recycling from your doorstep, but please put the foil from your Easter treats into the bin.

Cardboard and plastic containers and clean aluminium trays are accepted at the kerbside for recycling across Cumberland. Why not check out [Recycle Now](#) which gives answers on what else your local collections will be able to take away for you.

Image description: Egg box with painted eggs

What's on in Cumberland...

A packed programme of events is planned in the Cumberland area this month and this Easter Bank Holiday weekend. Here's a brief round up...

- [The Carlisle International Market \(Thursday 6 - Monday 10 April\)](#)
- [Easter Fun at Muncaster \(Friday 7 - Monday 10 April\)](#)
- Some egg-citing events happening in our libraries in and around Whitehaven. [Check out all the fun on our website](#)
- Artisan Spring Fete at Distington Walled Garden (Saturday 15 April between 10am-4pm) for a feast of family fun. Find out more on our social media channels.
- [Taste Cumbria Wigton \(Saturday 22 April\)](#)

Sign up to keep in touch

Subscribe today and we'll email you the latest newsletter updates about your new council.

You can choose from a range of topics so that you only receive emails about the areas and services which interest you the most.



Email Updates

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☐ All News ☐ Local News ☐ Services ☐ Events

☐ Submit ☐ Cancel

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This service is provided to you at no charge by [Cumberland Council](#).

This email was sent to clerk@cockermouth.org using govDelivery Communications Cloud on behalf of: Cumberland Council
- Civic Centre, Rickergate, Carlisle CA3 8QG



CLERK'S REPORT

Town Hall

The silver birch adj. the Town Hall has been crown raised and crown reduced.

All staff have completed fire marshall training.

New first aid box ordered.

Kirstie's first aid training current until Jan 2025

First Aiders asked to check their qualification. Training to be provided to those who need it.

The next fire drill will be held on 31/5/23. All tenants have been notified.

Allotments

Plot 22b on St Helens Street Allotments has been given up and re-let

Rent payments are coming in.

18 or so stragglers will be chased.

Public Toilets

Vandalism not abating.

Tourism and Publicity/Library

It has been a busy month in the library. See attached sheet.

All staff have received fire marshall training.

New first aid box ordered.

First aid qualifications being checked. Training to be arranged for those in need.

Roofer has been contacted to firm up date to replace roof light.

The National Databank drop in on 17/4/23 went well. 11 persons attended. Regular drop in's are being organised.

The climate change talk on 17/4/23 went well. 9 places were booked. I am in discussions with Cafs regarding a solar event.

Faye, a year 10 student from Cockermouth School has asked to do her work experience in the library between 10/7 – 15/7/23. We are making the necessary arrangements.

Easter Competitions were well subscribed. Mayor presented winners with their prizes on Saturday 22 April in the Library.

I am in discussion with NHS regarding placing baby weighing scales within the library.

Memorial Gardens

An application for tree works has been submitted to Cumberland Council to rectify fire damage to the ancient ash tree.

Towers Lane Play Area

A new dog waste bin has been installed in Towers Lane play area.

Weddings

Lots of bookings being taken.

Marvejols visit to Cockermouth October 2023

Work is progressing on making the requisite arrangements.

I hope to have the list of attendees soon so that I can sort out their accommodation.

I am also in discussions with Claire regarding a choir exchange in April 2023 & a Youth Exchange in 2024.

Commemorative Bench

The bench has been ordered. Tivoli will place in situ.

Coronation

Picnic on 7 May 2023 was a huge success.

Family Fun Day

Arrangements are in place for family fun day on 17/6/23. Metalcraft £120 grant has been claimed.

Task Groups and Outside Bodies

Climate Change Action Group

This group was set up on 19 June 2019 (minute 28 2019/20 refers) when the Town Council declared a climate emergency. Councillors Semple, Watson, Barnes and A Smith produced a list of simple achievable actions.

Terms of Reference – To discuss the list of actions agreed by Council and to recommend which actions are taken forward.

It meets quarterly.

Delegation – None (although there is budget provision of £1,000 for schemes agreed by full council)

Members were S Barnes (Chair), R Watson, I Burns and A Semple

These terms have now ended.

Please advise who you would like to serve on this Task Group for the next 4 years

Please advise when you would like the first quarterly meeting

Outside Bodies

Metalcraft Community Fund

This fund was set up by Councillor Malloy whilst Mayor in 2018/19

The fund meets quarterly and distributes £2k per annum to local organisations for good causes.

Terms of reference state that 3 town councillors are able to serve on this Fund.

Current members are Alan Kennon, D Malloy & I Burns.

Councillor Kennon is no longer standing and needs replaced.

Cockermouth & Papcastle Recreational Trust

Terms of reference state that 4 town councillors form part of the trust.

The term is set for 4 years.

Current representatives are:-

Councillor Kennon – his term ends 23.4.26

Councillor Alan Smith – his term ends 24.11.25

Councillor Christine Smith – her term ends 11.4.27

Councillor Andrew Semple – his term ends 8.4.24

Although you need to be a councillor to be appointed – you do not need to be a councillor for the duration of the term.

As terms end, the Town Council will decide on replacements.

CONTRACT FOR CHRISTMAS LIGHTS

Cumbria Coal were awarded a 4 year contract for the erection/maintenance of our Christmas Lights in June 2019..

This contract is coming to an end. Minute 30 (2019/20 refers)

This contractor provides

- Excellent value for money
- Has a proven track record, he has held the contract since 2010
- Has a good understanding of our needs and objectives
- Good understanding of electrical safety
- Robust risk management
- Lights are erected and taken down in a timely manner
- Faults are identified and fixed in a timely manner
- He lives locally so there are no call out charges or maintenance charges
- Has pride in his work
- Lights are stored away neatly and carefully for the next season
- Willingness to suggest improvements
- Has improved the display e.g. introduction of small trees at material cost only
- Festoons are repaired which reduces replacement costs

Cumbria Coal have intimated that they would be willing to continue erecting the lights for a further 4 years on similar terms plus inflation

Please advise whether or not you are prepared to waive financial standing order 11.1b for the reasons set out above or whether you wish to go out to competitive tender.

that are achievable.

Resolved - (a) That Cockermouth Town Council declares a climate change emergency.

(b) That Cockermouth Town Council supports the presentation of a petition to encourage Allerdale Borough Council to declare a climate change emergency.

© That councillors A Semple, R Watson, S Barnes & Alan Smith produce a list of simple achievable actions that the Town Council can carry out and report back to the Town Council by October/November 2019

29 Library Opening Hours

Those present considered the whether or not to continue with late night Opening in the library on a Wednesday evening.

Resolved – That late night opening on a Wednesday continues for the foreseeable future and that attendance figures continue to be Monitored.

30 Contract for Christmas Lights

Resolved – That financial standing order 11.1b be waived for the reasons set out in the report and that our current contractor E. W. & P. A. Nicholson be awarded the christmas lights contract for a further 4 years (the term of this council) on similar terms plus inflation each year.

That under the Public Bodies Admissions to Meetings Act 1960, the public be removed due to the following item of business containing contractual information.

31 Tenders for the re-surfacing of the Memorial Gardens Play Area

The play area was closed on 11 June 2019 due to the poor condition of the safety surfacing.

The clerk had contacted several firms for pricing.

Those present discussed those prices and agreed to split the contract.

Resolved – (a) That W G McKay be authorised to remove the top layer (black layer) of safety surfacing and dispose of safely at a cost of £1665.

(b) That the Town Clerk, councillor A Tyson and councillor A Kennon be given delegated powers to award the contract to re-surface the play area as soon as

pm

CHRISTMAS ILLUMINATIONS – COCKERMOUTH

TENDER AND SCHEDULE OF WORK

THIS FORM OF TENDER MUST BE SIGNED AND RETURNED IN A SEALED ENVELOPE MARKED 'TENDER – CHRISTMAS ILLUMINATIONS' TO COCKERMOUTH TOWN COUNCIL, TOWN HALL, MARKET PLACE, COCKERMOUTH, CA13 9NP.

QUOTE (NET OF VAT) IS TO BE RETURNED NO LATER THAN 12 NOON ON (INSERT)

GENERAL

- a) All 2.5km of festoon to be checked, remove bulbs, check for burn damage, spray with silicone, repair as required.
- b) All 35 motifs to be checked and repaired with suitable rope light as and when required and erection on 19 banner poles along Main Street.
- c) All 112 small Christmas Trees to be checked for faulty lights, repair or replace as required. Tinsel to be refreshed as necessary.
- d) 11 illuminated figures to be checked and repaired as required.
- e) Floodlight to Mayo Monument.
- f) All tree lights in 64 trees on Main Street, Market Place and Station Street to be checked and any faulty lights repaired or replaced as required.
- g) All small tree brackets and festoon support brackets on buildings must be checked and certified safe on an annual basis. Repair or replace as required.
- h) Erect temporary aluminium poles in Crown Street to carry festoon.
- i) Erect 1 imitation tree outside HSBC. Erect Reindeer and install and remove curtain lights at Town Hall.
- j) Dress all 3 real Christmas trees with 110v white bulbs. Main Street tree to be lit with 300 coloured bulbs (you may need to use white bulbs and paint them).
- k) Set timers in all 19 lightning columns at 5pm for Switch on Day. Reset after Switch on Day to designated switch on time.
- l) Set timers at 12 switch on points at 5pm for Switch on Day. Reset after Switch on Day to designated switch on time.
- m) Erect high level gate across High Sand Lane from Bookshop for lighting banner.
- n) Erect 2 No. Star frames at Old Police Station.
- o) Erect 1 No. Star frame at Gote Road on Gable End.
- p) All electricity to boxes and all connections to be P.A.T tested annually.
- q) All 64 tree light connections to be P.A.T tested annually.
- r) All festoon eyelets in trees to be checked for security.
- s) Test and repair figures in in crib and set out in Market Place.
- t) Erect 35 Christmas banners on banner poles on Main Street.
- u) Erect 2 Holmen Group signs on Main Street.

CABLING ERECTION LOCATIONS

- a) Main Street
Low Sand Lane to Old Court House
HSBC to Sullart Street (including Lowther Went both sides)
- b) Market Place and Castlegate (incl. Cocker Bridge)

Old Police Station to top of Castlegate
Lily's shop to top of Castlegate
Lily's shop to St. Helens Street junction (past dentist)
Corner of Kirkgate to HSBC Bank

- c) Station Street
Strolling for Shoes to Mitchells/Lorton Street corner
Co-op corner to Bush
- d) Crown Street
Gote Bridge to Low Sand Lane (Trout side)
Derwent Street to Sullart Street
- e) Place cable in large tree on level at Lamplugh Road
- f) Kirkgate
From top of cobbled area down to All Saints Car Park
Corner of Kirkgate/Market Place to 8 Kirkgate (opposite car park entrance)
- g) All Saints Church Walk
Single string full length, connects to Town Hall. Must be placed high enough to prevent vandalism.
- h) Fairfield trees on Gallowbarrow/Station Road
Connect to independent supply opposite Cenotaph.

BEFORE SWITCH ON DAY

- a) Remove and store planters from Main Street

SWITCH ON DAY

- a) Operate the road closure as designated by Cumbria County Council. This will require all personnel to be trained and certified as appropriate.
- b) Provide operators to switch on at various switch on points as advised by the Town Clerk.

AFTER SWITCH ON DAY

- a) Check all illumination daily to make sure they have not tripped. If they have tripped, find fault and repair as required.
- b) Any emergency call out must be attended to within 2 hours.

CHRISTMAS TREES

Allow for provision of trees where applicable an erection/decoration including connecting to supplies as follows:-

- | | | |
|-----------------------|----------|--|
| a) Main Street | 30' tree | delivered by Holman Group around 12 November |
| b) Gote Bridge Corner | 20' tree | delivered by Holman Group around 12 November |
| c) Wordsworth Bust | 15' tree | provided by contractor |

- d) Victoria Court 10' provided by contractor
- e) Kirklands 10' provided by contractor
- f) Place a short piece of festoon cable in Tree at Abbeyfield
- g) Place small imitation trees in brackets in Station Street, Market Place, Lowther Went, Main Street, Crown Street, both sides of Castlegate and Kirkgate
- h) Top of Kirkgate Holly Tree In situ

LOCATIONS OF 11 ILLUMINATED FIGURES

- 3 figures locate between the Art Shop and Honest Lawyer
- 3 figures locate in Kirkgate
- 1 figure opposite Catholic Church on Crown Street
- 1 figure on Black Bull
- 1 figure on Kingfisher
- 2 lighting balls on Front Room and Firns

SWITCH ON POINTS

Switch on points are located at:-

1. CROWN STREET SUBSTATION
Behind wall
2. TROUT HOTEL
Behind front wall in corner
3. LOWTHER WENT
4. OLD KINGS ARMS LANE
5. WORDSWORTH HOTEL YARD
6. ANTIQUE SHOP, STATION STREET
7. POLICE STATION
8. ALLERDALE COURT HOTEL
9. JACYS SHOP
10. BITTER END (PORCH) Contractor Set time switch for 5pm
11. CHURCH WALK Contractor Switch in Town Hall set for 5pm

12. STATION ROAD	Contractor	Set time switch for 5pm
13. TREE – MAIN STREET	C Stamper	Wire up to switch on stage
14. TREE – TOP OF KIRKGATE	Contractor	
15. THE LEVEL	Contractor	

MAIN STREET TREE

N/A

TREE DISPOSAL

The disposal of all real trees is the responsibility of the contractor.

WORKS ALSO REQUIRED THIS YEAR

N/A

STREET WORKS LICENCE

Town Clerk to obtain requisite street works licence

DEMONSTRATION

- a) All works to be completed by 13 November 2015 in time for a demonstration to the Town Council – failure to complete on time will result on a £250 per day deduction from the tender price.

DISMANTLING

- b) Dismantling works commence the Monday after New Year e.g. 4/1/16. Dismantling must be completed within 3 weeks e.g. 25/1/16. Failure to complete in time will result in a £250 per day deduction from the final amount due.
- c) All festoon, motifs, plastic figures, small trees, crib and crib figures must be returned and stored tidily in Tarn Close Depot.
- d) Replace planters on Main Street

HEALTH AND HEALTHY

All healthy and safety regulations to I.E.E. standards must be met to the latest edition.

Contractor to provide:-

Risk assessments and method statements

Public liability insurance and employers liability insurance

Traffic management certificates

Ladders must not be used against the 19 banner poles on Main Street.

DESIGNATED SWITCH ON TIMES

Lights are lit from 5pm to 12.30am on Switch on Day

Lights are lit from 3pm to 12.30am daily thereafter

FIRM FIXED PRICE FOR 4 YEARS (excl. VAT) _____

THE COUNCIL DOES NOT BIND ITSELF TO ACCEPT THE LOWEST OR ANY TENDER

THIS IS A FOUR YEAR CONTRACT

THE PERFORMANCE OF THE CONTRACTOR WILL BE REVIEWED AFTER ONE YEAR

ONE THIRD OF THE CONTRACT PRICE WILL BE PAYABLE IN NOVEMBER, ONE THIRD IN DECEMBER
AND THE FINAL PAYMENT WILL BE MADE AT THE END OF JANUARY UPON SATISFACTORY
COMPLETION

Contractors Name _____

Address _____

Telephone _____

Dated _____

Signed _____