



WINDERMERE & BOWNESS TOWN COUNCIL

Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge

Minutes of the Meeting of the Full Council. On 12th June 2024 at 7pm, Langstone House, Windermere

Minute No	
	<p>Present: Mayor Christine Hallatsch (Chair), Jenny Borer, Peter Cook, Christine Cook, Beverley Cullen, Marina Davis, Caroline Kearney, Kendra Kennedy, Kay Kennedy Hardy, Kevin Heffernan, Lisa Greasley, Peter Hamilton, Adrian Legge, Sandra Lilley, Fiona Poole, John Saunders Also: Sally Parkyn (Town Clerk), Beccy Pinder (Facilities Officer) Westmorland & Furness (W&F) Councillors Will Clarke, Andrew Jarvis and Dyan Jones and two members of the public. The meeting opened at 7pm</p>
21.	<p>Apologies and absence: W&F Cllr Steve Bavin - prior commitment</p>
22.	<p>Item to be discussed in private session: It was agreed that the following item should be discussed in private session at the end of the meeting due to the personal or confidential content of the report:</p> <ul style="list-style-type: none">• the Longlands Lease with the Bowness Bowling Club• the additional council meeting to be held on 26.6.24.
23.	<p>Full Council Minutes: The minutes of the Council meeting held on 17th May 2024 were unanimously approved for signature.</p>
24.	<p>Planning Subcommittee Meeting Minutes: The minutes of the Planning Subcommittee held on 22nd May 2024 were noted.</p>
25.	<p>Declarations of Interest: Cllr Legge noted a non-pecuniary interest as trustee of the The Lakes Flying Company Ltd. Cllr Saunders noted a non-pecuniary interest as a member of the Bowness Bowling Club.</p>
26.	<p>Requests for Dispensations: Cllr Legge and Saunders were granted dispensation to speak and answer questions but not to vote on the items for which they had declared an interest.</p>
27.	<p>Public Input: Members of the public have the opportunity to make statements and ask questions of the Council (3mins is the maximum allowance). NONE</p>
28.	<p>Mayor and Member Announcements: To receive announcements by the Mayor and other council members. <u>Cllr Hallatsch</u> thanked Cllr Legge and the Town Steward for their efforts in preparing the beacon and Cllr Legge for organizing the D Day 80th Anniversary commemoration on Orrest Head. This was a moving tribute and was well attended by Councillors and members of the public. Cllr Greasley along with other Cllrs had attended online the Bowness 20mph Scheme consultation initial briefing. The sculptures for the trail in Elleray Woods should be complete by the end of June. The Jubilee Garden wall planting is complete and she has spoken to Westmorland & Furness Cllr Steve Bavin about bins, potholes and a loose step in the Glebe area. Cumbria in Bloom judging will begin mid-July. Town Council entries are Jubilee Garden and Elleray Woods and Orrest Head, the station and food farm were also being entered. She noted that Braithwaite Fold car park has a grey water disposal unit provided by W&FC and requested that Rayrigg</p>

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	<p>Meadow car park could have one too as it is being heavily used by motorhomes. She had also attended the D Day piper on the lake and Windermere Endowed meeting.</p> <p><u>Cllr Hamilton</u> along with other representatives had attended the Lake Administration Committee finding the training session informative and the meeting productive. W&FCllr Will Clark is the chair for a second year. Though the fees are being raised at a rate above inflation this year a working group for future fee raises has been set up and Cllr Heffernan will serve as the Town Council representative. The Lake bed has been formally registered to W&FC and £40,000 has been reinvested in upgrading the facilities at Ferry Nab. He also attended the water Quality Advisory Group meeting.</p> <p><u>Cllr Borer</u> had also attended Lake Administration and noted that the explanation for new members was excellent.</p> <p><u>Cllr Cullen</u> who had been appointed as the lead for the Liaison Advisory Group reported that the recent meeting had covered a wide range of topics including a new trusteeship for Holehird and the Remembrance Day road closures.</p> <p><u>Cllr Kearney</u> reported that she had shared the first three months of data at the Water Quality Advisory group meeting. A donation from a resident had been made to cover the costs of testing additional sites in the Mill Beck catchment. She is creating a video to go on W&BTC Facebook page.</p> <p><u>Cllr Davis</u> reported that the W&BTC Facebook page is getting closer to 2000 members.</p> <p><u>Cllr Peter Cook</u> thanked Caroline for her efforts in water testing of Mill Beck. He had attended a Love Windermere board meeting. He suggested that Love Windermere engage in dialogue with Save Windermere. He noted that the Lake Annecy solution would take 10 years and that water separation was being tried in Near Sawrey and Staveley and he would seek to find out more about this solution.</p>
29.	<p>Advisory Group Reports: To receive updates from the leads of advisory groups. Given as part of member announcements.</p>
30.	<p>Westmorland & Furness Councillors' Reports: To receive updates from Westmorland & Furness Council Members.</p> <p><u>W&F Cllr Jarvis</u> had been on an active transport walk around Windermere and had showed them St Mary's lane which is in disrepair. He has suggested that a walk around with the highways officer would be worthwhile and would coordinate with the clerk to organise.</p> <p><u>W&F Cllr Jones</u> had visited a repair café and noted it was a huge undertaking. W&BTC Cllrs expressed interest in a meeting to learn more about what is involved in the Autumn.</p> <p><u>W&F Cllr Clark</u> stated that he had learned a lot from chairing the Lake administration committee last year and hoped to build on that this year. He has litter picking hoops on order to go with the Town Council's litter picking equipment.</p> <p>In answer to a Councillor's question it was noted that the W&FC's Chief Executive's visit to Windermere mentioned at a previous meeting is scheduled to take place in July.</p>
31.	<p>Facilities Officer's Report:</p> <p>The <u>public toilets</u> income for May was a lot closer to last year than April. April was around £5000 less than 2023 but this May was only £512 down.</p>

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	<p>The quarterly meeting with Healthmatic had been a positive and productive meeting. They were reorganising roles so had not currently appointed a direct replacement for the cleaning supervisor. The FO noted that interacting directly with the local staff was working more effectively. She had been having monthly meetings with the maintenance lead and lead cleaner: which were proving effective in addressing issues. The low toilet paper issue had been caused by a late delivery and assurances have been given that processes are in place to avoid a repeat of the issue. Healthmatic have quoted £6512 for a new paddlegate for Broad Street men's toilet. However, there is a possibility that the old electrician who used to maintain them can fix it, so we are waiting for him to have time to test the repaired part.</p> <p><u>Allotments:</u> There has been unusually high turn over of tenants this year with 5 plots changing. This has increased work load and she is now asking for more information from plot holders to find out their experience and expectations with gardening, managing their expectations as to the work involved.</p>
32.	<p>Clerk's Report:</p> <p><u>Clerk Training:</u> After approval from the Mayor the clerk completed a one day emergency first aid at work course. The risk assessment for the Beacon needed a First Aider.</p> <p><u>Honour Board:</u> The clerk has gone through the minutes to get the names and dates needed and now needs to order the lettering.</p> <p><u>War Memorial Culvert:</u> The clerk has been in contact with the neighbour who fixed their culvert under emergency powers. Their work is complete and the report has been accepted by the Environment Agency. The clerk has requested a copy of the report to assist in our application.</p> <p><u>Longlands Land:</u> The meeting with Produlic Play Equipment representative has been planned for 10:30am 27.6.24. W&FC Officer who organised their new two mini playgrounds in Windermere has offered to meet to share their experience.</p> <p>Response from the lawyer has been received and will be discussed in the closed section of the meeting due to confidential content.</p> <p><u>Langstone House/New council office:</u> The W&F Cllrs are investigating on our behalf.</p> <p><u>Finance:</u> The AGAR needs to be signed, sent to auditor and published in draft form on website. Clerk has been on several very helpful courses with getting Scribe set up to suit our needs. Resident has donated £250 for water testing to increase sites on Mill Beck catchment that can be tested.</p> <p><u>Insurance:</u> The insurance quote has increased 9.2% to £6452.02. It has had the allotments, particularly the shed added and the planters which were previously not included.</p> <p><u>W&FC Liaison Group:</u> Next Liaison group date 26.7.24. Send items for Agenda to new lead Bev Cullen.</p> <p><u>Langrigge Play Area:</u> This has been included in the Street Support Officers (SSO) patrols due to previous complaints about antisocial behaviour, however, there have been no issues other than a bit of litter they have cleared which is reassuring.</p> <p><u>Roads: 20mph Zones:</u> The public consultation has been delayed by the election.</p> <p><u>Speed Indicator Devices:</u> Clerk still awaiting the policy from W&FC.</p>

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	<p>Planning & Licensing: The stakeholder review meeting for the SSO trial was held on 4.6.24. All agreed that it was significantly quieter in Bowness this year. There have been a range of incidents including police intervention required. SSOs definitely having a deterrent effect on anti-social behaviour. As an unanticipated bonus people are moving their illegally parked cars as they approach.</p> <p>Facilities Officer (FO): separate verbal report Public Toilets: report by Facilities Officer</p> <p>Town Steward (TS): Security Door for Glebe toilets has arrived and will be installed by TS on Tuesday 11.6.24 before clerk and TS go on their (separate) holidays.</p> <p>Summer planting continues around the town.</p> <p>Elleray Woods: Orrest Head Beacon set up and cleared away. Thanks to Steve Hicks with helping to remove and store. Orrest Head work in new compartment steps and railing almost complete. The trail camera has been checked and although the nest boxes have chicks the birds are too small to trigger camera so TS will move camera to a different location.</p> <p>Emails and phone calls: Notable correspondence:</p> <p>Coach parking is a trending issue. Took advice from W&FC and Police about how to advise public. Request that W&FC publish a coach parking and dropping off advice on their website for our area as they do for Barrow.</p> <p>Police - Bowness Welfare hub: This is aiming to start on 16.6.24 and be based in St Martin's Church Yard. It will work in conjunction with the SSOs over the summer holiday weekends.</p> <p>Additional items:</p> <p>Town Steward will postpone his retirement until end of 2025-6 financial year. The council resolved to gratefully accept his offer.</p> <p>Broad Street Toilets crash - it was resolved to go through our insurers to fund the necessary repairs for the wall to be reclaimed from the driver's insurance.</p> <p>Longlands grass cutting contract tender and playground inspection: this is currently arranged through Westmorland and Furness Council and paid for by them on a sliding scale. The contract is due for renewal from 2025. The resource agreement lasts until 2027. The clerk will investigate whether it is better value to source these contract through W&FC or to appoint contractors independently.</p>
33.	<p>Finance/Procedural: Invoice payments</p> <p>a) Council approved those items included on the Orders for Payment list which had been circulated prior to the meeting.</p>
34.	<p>Year End Accounts for financial year 2023-24:</p> <p>The Town Council reviewed and authorised the following statements by unanimous agreement:</p> <p>a) Internal Audit report 2023-24. Proposed by Cllr Christine Cook & seconded by Cllr Kearney.</p> <p>b) Annual Governance Statement (AGAR) 2023-24. Proposed by Cllr Greasley & seconded by Cllr Lilley.</p> <p>c) Accounting Statements 2023-24. Proposed by Cllr Legge & seconded by Cllr Heffernan.</p> <p>d) The Accounts were signed and will be made available for public inspection during the statutory period of 14th June to 25th July 2023. Proposed by Cllr Davis & seconded by Cllr Lilley.</p>

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35.	<p>Recommendation from Policy & Finance Advisory Group from the 23rd May 2023 Councillors accepted the minutes of the meeting of the Advisory Group and approved the following recommendations: It was resolved</p> <p><u>Clerk Appraisal:</u> to authorise the clerks pay award backdated until 1.1.24</p> <p><u>Finances:</u></p> <ol style="list-style-type: none">To present monthly budget monitoring in the receipts and payments compared with flexed budget format.The signing of the AGAR had been completed earlier in the meeting.To adopt the amended new Financial Regulations.To open a Unity Corporate Multipay Card (fee £3/month) when opening the Unity Trust Bank Business and Savings accounts with a limit of £500 to be paid off monthly.To open a NatWest Business 35-day term savings account (currently 3.25%) via the Windermere branch.That the clerk find out the conditions surrounding the Cumberland Account such as interest rate and whether it is instant access. <p><u>Grant applications</u> It was resolved to grant the following sums to the following organisations:</p> <ol style="list-style-type: none">Kendal Concert Band - £100Friends of the 597 Bus - £1500Lakes School - £1000Windermere and Bowness Fairtrade group - £500Cumbria in Bloom - £50That the clerk write a letter of support for the Windermere and Bowness Fairtrade group. <p><u>Invitation:</u> That Cllrs Lisa Greasley and Kendra Kennedy represent us on the South Lakes Cumbria Tourism event committee and report back about what is proposed, should neither be available they should consult with the clerk and Mayor so a substitute could be sent.</p> <p><u>Land registry update:</u> It was resolved that the proposal that Thomas Hayton Winkley to update our holdings with the land registry (£100) and update our Langrigge Lease be approved and the clerk supply Thomas Hayton and Winkley with the information needed to carry out this update.</p> <p><u>Policies:</u> That the clerk create a media policy & set up a rolling program of policy reviews with dates.</p> <p><u>New Planting Scheme phase 2:</u></p> <ol style="list-style-type: none">That the clerk purchase the additional planters for Quarry Rigg Car Park, The Police Station and Broad Street Toilet frontage and the Town Steward obtain the soil and plants to complete them. This was passed by a majority.That the old hanging baskets be offered for free to local residents, schools and businesses to brighten up the town. It was to be noted that they are of commercial quality and there could be a competition for the best display. <p><u>Toilets:</u> At this time, it was resolved not to re-establish the Toilets Admin Group. This was passed by a majority.</p>
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	<p><u>20mph scheme:</u> That the clerk be authorised to approach W&FC Highways about the rules regarding village highways signs and then investigate signage which meets the criteria to bring a report to council.</p> <p><u>Baddeley Clock Cleaning:</u></p> <p>a. It was noted that while Policy and Finance had suggested authorising the clerk speak to Nick Berry regarding the War memorial and the Town steward regarding Baddeley Clock as they know the structures best, Cllr Greasley had already had the opportunity to speak to them and they had made suggestions and advised caution.</p> <p>b. It was resolved by a majority that the clerk be authorised to investigate possible cleaning methods (such as soda and ice blasting) and costs and report back to Full Council.</p> <p><u>Communication Monitoring:</u> At this time, it was not felt that setting up a monthly monitoring program of all calls, emails and Facebook comments to the Parish Council was needed. This was passed by a majority.</p> <p><u>Litter Picking:</u> That the Town Council trials volunteer community litter picking sessions.</p> <p><u>Town Steward Succession Planning group:</u> The recommendation that a group to plan for the Town Steward's retirement be set up was deferred until May 2025 as the Town Steward has postponed his retirement.</p>
36.	<p>Proposed amendment to Standing Orders: It was resolved unanimously that to comply with Statutory instrument 2022 No.1390 Public Procurement, The Public Contracts (Amendment) Regulations 2022 Standing Order 18 a and 18c £25,000 shall be amended to £30,000. This incorporates mandatory statutory or legal requirements.</p> <p>Proposed: Cllr Hamilton. Seconded: Cllr Legge.</p>
37.	<p>Insurance: It was unanimously resolved to approve the quotation of £6452.02.</p>
38.	<p>Wings over Windermere Exemption Application consultee response: It was unanimously agreed to send a positive response to a request by the Lake District National Park Authority to consider The Lakes Flying Company Ltd request to allow a Wings Over Windermere event to take place on between 4th and 7th September.</p>
39.	<p>Dates of Next Meetings:</p> <p>The following dates were noted. All meetings will commence at 7pm unless noted otherwise:</p> <p>Wednesday 26th June 2024: 6pm Additional Town Council meeting followed by Planning sub-committee (Marchesi Centre)</p> <p>Wednesday 10th July 2024: Full Council (Langstone House)</p>
	<p>The Mayor concluded business in public at 20:35pm and moved to private session for the following agenda items:</p>
40.	<p>Longlands Lease with Bowness Bowling Club:</p> <p>Councillors resolved to send the amended instructions to our lawyer.</p>
41.	<p>Additional Town Council Meeting:</p> <p>Cllr Christine Cook explained that the Clerk would be circulating a summary of the contents of the application along with an explanation of material considerations. She hoped this would help Councillors as they studied the application. The format of the meeting was explained.</p>
	<p>The Mayor concluded the business of Full Council at 21.16pm</p>

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