



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 March 2025 at 7pm, Langstone House, Windermere

Minute No	
	<p>Present: Mayor Christine Hallatsch (Chair), Cllrs Jenny Borer, Beverley Cullen, Marina Davis, Lisa Greasley, Caroline Kearney, Adrian Legge, Fiona Poole, John Saunders Also: Sally Parkyn (Town Clerk), Westmorland & Furness (W&F) Councillors Andrew Jarvis, Dyan Jones and Steve Bavin and nine members of the public. The meeting opened at 7pm</p>
183.	<p>Apologies and absence: Cllr Peter Cook, Christine Cook and Kendra Kennedy (Holiday), Cllrs Kevin Heffernan, Jackie Cooper, Peter Hamilton, Kay Kennedy Hardy (ill health)</p>
184.	<p>Full Council Minutes: The minutes of the Full Council Meeting held on 12th February 2025 were approved.</p>
185.	<p>Extraordinary Full Council Meeting Minutes: The minutes of the Extraordinary Full Council Meeting held on 20th February 2025 were approved with the amendments that all Councillors in attendance be listed by first and surnames.</p>
186.	<p>Planning Subcommittee Meeting Minutes: The minutes of the Planning Subcommittee held on 26th February 2025 were noted.</p>
187.	<p>Declarations of Interest: Cllr Saunders noted his membership of the Bowness Bowling Club. Cllr Greasley noted she was an allotment plot holder.</p>
188.	<p>Requests for Dispensations: It was resolved that Cllr Saunders be allowed to answer questions on items regarding the Bowness Bowling Club but not to vote.</p>
189.	<p>Items to be taken in private session: It was resolved to discuss the agenda items on Longlands and staffing matters after the close of the meeting, due to the confidential content.</p>
190.	<p>Public Input: Carver Memorial Church: A representative from the church explained that the congregation were moving out of the Grade 2 listed church building later this year and were seeking an organisation to take over the building to use in a way that would benefit the community. In addition to the current function as a place of worship it is used as a rehearsal and concert space. The representative asked for the Council's help in spreading the word to any groups that may be interested. Upper Oak Street Planting Suggestion: A local resident spoke to the Council about her idea to improve the entrance to Queen's Park from Upper Oak Street by creating a small planted area. She offered to donate a physocarpus plant for the space. National Trust: Two representatives came to talk about their work to improve natural flood protections and biodiversity at Common Farm and High Lickbarrow Farm which form part of the Mill Beck catchment area. Work involves planting to develop a wood pasture landscape, pond and wetland creation.</p>
186.	<p>Mayor and Member Announcements including Advisory Group reports: <u>Cllr Legge:</u> noted that the Council had facilitated a meeting between representatives from the Council, Westmorland & Furness Council, Police and the Lake District Holocaust Project regarding antisocial behaviour incidents in the area.</p>

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	<p>He also noted that he had approached local churches to request they “Ring Out for Peace” at 6:30pm as part of the VE day anniversary commemoration.</p> <p><u>Cllr Saunders</u> noted that he had followed up on the suggestion at the previous meeting to plant trees on the southern boundary of the field to the south of Rayrigg Meadow.</p> <p><u>Cllr Greasley</u> reported that she had attended a staffing advisory group meeting, met with a representative of the Bowness & Windermere Community Care Trust regarding future projects and spoken to the resident about the Upper Oak Street suggestion. She also noted that the allotment plot holders had been working hard and that there was frogspawn in both the allotments and Elleray Woods ponds.</p>
187.	<p>Westmorland & Furness Councillors’ Reports:</p> <p><u>W&F Cllr Jones:</u> noted that Windermere Food Farm were looking for a new site as the Windermere Hotel could no longer host them.</p> <p><u>W&F Cllr Jarvis:</u> reported the budget had passed and included an agreement that some of the second homes additional council tax can be spent on the areas most affected by tourism. This could be used to fund areas such as improved lines and signs, and residents parking areas. He noted that United Utilities had given notice that they intend to carry out work on the newly repairs St Mary’s Lane footpath. Close attention will be made to ensure that it is finished to the current high standard.</p> <p>The current Boundary Commission review for Westmorland & Furness Council wards would result in no material changes to the situation in Windermere & Bowness. Individuals and organisations can comment.</p> <p>The current local government review to align Westmorland & Furness Council and Parish and Town Council election dates is underway. Our elections are already set for the same date. Individuals and organisations can comment.</p> <p>The current devolution consultation is seeking views on a proposal to form a Mayoral Combined Authority for the local government areas of Cumberland and Westmorland and Furness. Individuals and organisations can comment.</p> <p><u>Cllr Bavin</u> was pleased to note the Glebe Road overnight resurfacing was due to start on Monday 17th March.</p> <p>Volunteers to remove Himalayan balsam would be needed in June.</p> <p>He has followed up on the need to paint St Martin’s church railings and the railing at Crag Brow roundabout.</p> <p>The ferry is now running following recent work.</p>
188.	<p>Clerk’s Report:</p> <p><u>Clerk Training:</u> Online Community Emergency planning webinar attended.</p> <p><u>RFO Induction:</u> New RFO has started. Training plan will initially prioritise the information needed to complete AGAR for audit.</p> <p>A decision has been made to cancel the FO phone as it is no longer needed. The battery is failing so probably it will need to be disposed of.</p> <p><u>Honour Board:</u> On agenda for decision.</p>

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Baddeley Clock: Cumbria Clock Company carried out annual service on 12.3.25, with no issues reported.

War Memorial Culvert: No updates.

Updating Deeds and Langrigg Lease: No updates.

Longlands Land: Recent playground inspection highlighted worn shackles on the swings which the clerk has arranged to be replaced. Lease to be discussed in private session.

CCTV: Clerk has written to Cumbria Constabulary requesting the memorandum of understanding but noting the Council's wish to join the scheme should it prove acceptable.

Winter Lights: Quotes from Festive Lighting companies have been requested for the tree wraps and raising the library tree lights to the top. A tree surgeon has also been asked to quote for the Library tree work. Initial enquiries regarding the solar switch and timer for St Martin's tree were turned down so further electricians will be approached. The volunteer group are leaving the festoon lights up until the end of March as their storage garage is inaccessible pending a replacement door. Their insurance would not cover storage at Langstone House.

Langstone House/New council office: A further basement window has been boarded up after being smashed.

Finance: Safeguarding review with HSBC now completed. Unity Bank Opening paused to include new RFO. Resolution to agree this on agenda.

W&FC Liaison Group: Next meeting 21.3.24. Please send agenda items to Cllr Cullen. There has been no response to the submission of our report requesting support for project.

Langrigg Play Area: A further repair was needed to the rope of the climbing frame and been completed. The current contractor, Krinkle, is no longer going to be operating in this area, so alternative quotes have been requested. It is on the agenda for decision.

Roads: 20mph Zones: The Speed Indicator on Lake Road belonged to the Police and was a response, in part, to community concerns about speeding which we had expressed to them.

Planning & Licensing: The LDNPA will be consulting on a possible new conservation area focused on the eastern lakeshore south of Bowness later this year. Planning Subcommittee are proposing to provide a web-form to enable residents to report issues with nuisance holiday lets. A similar scheme has been used by Keswick Town Council to provide evidence to help the LDNPA successfully defend a planning refusal appeal to the inspectorate.

Public Conveniences:
Toilets income for February 2025 was £7347.80 (up from £6696.50 in February 2024). The price increase to 60p took place on 12.2.25. There is signage on Nayax units and paddle gates. Replacement for the large exterior signs is on the agenda.
The Healthmatic Quarterly review meeting was 7.3.25. Recent inspections show a definite improvement (but it is the quietest time of year) as a consequence of updating their systems. A range of issues to resolve were discussed. Staffing patterns have been affected by the end of the Lakes Parish contract. The National Insurance and minimum wage changes are causing Healthmatic concern.
United Utilities have kindly fixed the leak behind Broad Street. The clerk reached out after being unable to find a plumber able to carry out the work.

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	<p>Intec has repaired the Broad Street Paddlegate mechanism. There is a need to extend the gates to stop them being damaged by people squeezing through the gap as the original gate size was unavailable. The Town Steward can do that once the materials have been sourced.</p> <p>Two primary schools have asked to use the public toilets. Braithwaite Fold ladies will be made available using the key box as in previous years.</p> <p>The changing places room hoist wasn't working. The clerk has fixed it but it seems that the equipment is in need of service.</p> <p><u>Town Steward (TS):</u> The annual road sign and bus shelter cleaning is complete. The Town Steward has repaired the Langstone House steps. The planters have been cleared of accumulated rubbish and the spring bulbs are starting to come through.</p> <p><u>Elleray Woods:</u> The Town Steward has carried out a strength test on the Elleray Woods sculptures all of which passed. Work has been started on patching the potholes in the upper tarmac track which will continue as weather permits. Laurel along the tracks has been cut back creating brush runs to improve biodiversity. Following the loss of trees in storms over recent years the advisory group had decided to apply for a W&FC small tree planting grant which would cover materials and additional staff costs.</p> <p>Emails and phone calls: Notable correspondence</p> <ul style="list-style-type: none">• Email circulated regarding event management in the LDNP and the positive and negative effects on local communities.• New ward boundary consultation on W&FC ward boundaries is being carried out by the Boundary Commission. Does not appear to change the wards for our parish.• Consultation on changing parish election dates to match W&FC date in 2027. W&BTC elections due in 2027 anyway so we are not affected.• Consultation on proposal to form a Mayoral Combined Authority for the local government areas of Cumberland and Westmorland and Furness• Information circulated regarding a drop in event by Police and Crime Commissioner in Ambleside library 3:30-5pm 10.3.25• Contact has been made by the Lakes School, Mini Police and Cubs about carrying out litter picking in the area which has been welcomed enthusiastically.
189.	<p>Finance/Procedural:</p> <ol style="list-style-type: none">a) It was resolved to authorise payment of the invoices detailed on the Orders for Payment listing with the addition of £47.81 to Yu Energy for St Martin's tree, Steve Hicks for £250 for wood for Elleray Woods, Waterplus £43.17 for Quarry Rigg toilets.b) The Town Council will be asked to reviewed the budget monitoring statement and bank reconciliation.c) It was resolved to add RFO Emma Chadwick to the Unity Bank applications with power to set up but not authorise payments for the signatories.d) It was resolved that payments to HMRC may be made by direct debit when required.e) It was resolved to delegate authority to the clerk to agree a contract for Langrigge Grounds Maintenance in 2025-6, after attempting to obtain three quotes and

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	consultation with the Mayor and Chair of the Parks and Open Spaces Advisory Group, provided it falls within budget.
190.	Holiday Let nuisance information gathering: It was resolved to approve the planning subcommittee proposal that W&BTC carry out an information gathering initiative within our Town via a form on the Council website based on the form used by Keswick Town Council and Lakes Parish Council.
191.	Annual Report It was resolved to approve the Annual Report with the amendment to the paragraph on staffing suggested by Cllr Cullen, the corrections noted by Cllr Borer and the addition of the end of year financial report when available.
192.	Policy & Finance Advisory Group: It was resolved to accept the Policy and Finance meeting notes with the amendment that where it states recommendations for 12 th February Full Council it read 12 th March Full Council: A. Longlands: to be considered in private session. B. Risk Assessment: It was resolved to update the risk assessment to include the addition of the Gruffalo statues. C. Allotment Agreement: It was resolved that the amended Allotment Agreement be adopted. D. Honour Board: It was resolved that the quotation from Mark Butler Designs to redo the whole mayoral section in standardized vinyl lettering for £160 be accepted. E. Christmas Lights: It was resolved that the clerk should obtain a range of quotes for the work to the Council Winter Lights Assets and the additions of a tree wrap for Ellerthwaite square including power source via mains and alternative sources. F. Toilets: i. It was resolved that the Coms team be consulted about the wording of the new signs. ii. It was resolved that SID Designs be appointed to recover the existing signs however final approval for the price to be agreed once design finalised. G. Elleray Woods: It was resolved that in addition to weekly visual checks the Julia Donaldson and wildlife statues be subject to twice yearly stress tests by the Town Steward a record to be kept by the clerk. H. Langstone House: That Langstone House be removed from the list of standing items for discussion until further notice. I. Litter: i. It was resolved that the dog poo bag dispensers be removed. ii. It was resolved that a £10 voucher be bought from the Mayor's allowance to be given as a prize to the winner of the upcoming Mini Police Anti-Dog Fouling poster competition.
	The Chair concluded the business in public and moved into private session for discussion of the following items:
193.	Staffing Matters:

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	<p>a) RFO appointment: It was resolved to accept the recommendations of the interview panel regarding the appointment of a Responsible Financial Officer and contract with the amendment to clarify the reviews within the probationary period and the declaration of other employment clause.</p> <p>b) Change of Contract: It was resolved to agree the change of contract from Clerk and Responsible Financial Officer to Clerk and Facilities Officer with fte to be added following the starting salary.</p>
194.	<p>Longlands: The final amendments to the wording of the lease were agreed which, once signed by the tenant, it was resolved that the Council would sign.</p>
	<p>Dates of Next Meetings: To note dates of forthcoming meetings as follows, starting at 7pm unless noted otherwise:</p> <ul style="list-style-type: none">• Wednesday 26th March: Orrest Head & Elleray Woods Advisory Group site visit (11am).• Wednesday 20th March: Policy & Finance Advisory Group Meeting. (Langstone House)• Wednesday 26th March: Planning Subcommittee Meeting (Langstone House)• Wednesday 2nd April: Annual Parish Meeting (6pm Marchesi) followed by Full Council Meeting
	<p>The Mayor concluded the business of Full Council at 8:52pm</p>

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