

KIRKBY STEPHEN TOWN COUNCIL

Town Councillors are hereby summonsed to a meeting of the Council to be held in the **Local Links Meeting Room, Vicarage Lane** on **Tuesday 6th December 2016 at 6.45pm.**



Mrs. Jeanette Cooper, Clerk
29th November 2016
Kirkby Stephen Town Council
Local Links, Vicarage Lane
Kirkby Stephen, Cumbria, CA17 4QX
Tel: 017683 74854 ccc@kirkbystephen.f9.co.uk

AGENDA

Public Participation

Allocation of five minutes for members of the public to raise issues, questions or comments.

District and County Councillors Participation

Allocation of five minutes for District and County Councillors to raise issues, questions or comments.

Community Policeman

Allocation of five minutes for Community Police team to raise issues, questions or comments.

- A1 **Apologies** - To receive and record with reason, any **apologies for absence**
- A2 To **confirm the minutes of the meeting held on 1st November 2016** as a correct record (copy enclosed)
- A3 To receive **declarations of interest** in respect of items on this agenda.
- A4 **Planning**
To consider & comment on the following applications submitted to Eden District for approval:
16/1000 – Full Application. 22 North Road. Garden room extension to replace existing conservatory.
16/0974 – Full Application. 1 Market Square. Alterations to the roof to create offices and erection of an external fire escape / new doorway.
16/0998 – Full Application. 21 St. Lukes Road, KS Business Park. Construction of a B1/B2/B8 industrial building.
To receive and note the following decisions:
None received – 30th November 2016
- A5 **Carr House NDO**
To note that the grant funding period has now ended. To authorise the return of £475 unspent grant to Groundworks UK.
- A6 **Kirkby Stephen Clock Appeal**
To receive an update on the clock appeal.
- A7 **563 Service KS, Brough, Appleby – Penrith**
To receive an update on the future of the service and to consider financially supporting the service.
- A8 **Flood Forum Report**
a. To receive a report of the Flood Forum meeting held in Kirkby Stephen in November and to consider the following comment and suggestion made at the meeting:
 - Concern expressed about planning for Croglam Park extension needing to take into account water flows across the site
 - The Council should prepare a formal flood action plan and have a strategic store for sand bags.
- A9 **BT Phone Box Closures – Midland Hill**
BT is proposing to remove the phone box from Midland Hill due to low usage; the phone has been used 3 times in the last twelve months. To consider the proposal and make a response.
- A10 **Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**
a. Local Links – to note that the Community and Council Centre will be expected to contribute towards the costs of the building from 2017. The Clerk is waiting for Cumbria County Council to provide figures which will be worked into the budget.
b. Performance Awards - To note that staff appraisals have been carried out by the Chairman during November. To consider awarding the staff a performance award in recognition of their work delivering council services (Clerk will leave the room during the discussion of this item)
- A11 **Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**
Copy letter from YDNPA herewith. To consider an invitation to attend National Park Parish Forums and consider which option would suit the parish best, options detailed on page 2 of the letter.

A12 Portfolio – Community, Cllr. Mr. Richardson

- a. To consider supporting an initiative to provide more defibrillators in the area.
- b. Swimming Pool Consultation letter from KSGS herewith. To consider the correspondence and make a response.

A13 Portfolio – Highways, Cllr Mrs. Sowerby

To receive a report on activities.

To consider repairs to the Market Square flags, several of which are deteriorating. Cumbria County Council has informed the Clerk that the Market Square was passed back to the Town Council on completion of the Enhancement Scheme in 2007/08.

A14 Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton

To consider accepting a quote of £1120 to lay the hedge at Edensyde and authorising the work to be carried out.

A15 Portfolio – Property, Cllr Mr. Marsh

To receive a report on recent activities.

A16 Portfolio – Tourism & Events, Cllr. Mr. Walker

To receive a report on recent activities.

To consider placing an advert in the Yorkshire Dales National Park Authorities new look visitor guide 2017, minimum advertisement space 38mm x 59mm at a cost of £145.

A17 Accounts for payment to be passed

To approve the accounts for payment, list to be circulated at the meeting.

A18 Correspondence

None received – 30th November 2016

A19 Date of next meeting

To note the date of the next meeting as Tuesday 10th January 2016. Items for the agenda must be received before Tuesday 3rd January.

Supporting documents and correspondence, with the exception of confidential reports and correspondence, are available to view in the Community & Council Centre.