

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre
on Tuesday 5th April 2016 at 6.45pm**

Present: Mrs. J Johnstone (JJ) Chair, Mr. A Birtles (AB), Mrs. G Lumley (GL), Mr. D Marsh (DM), Mr. P Richardson (PR) and Mrs. J Sowerby (JS).

Also in attendance: Clerk, L Bateman (LB), Mrs. V Kendall (VK), Mr. T Ladhams, A Keogh Reporter, A Metcalfe Eden District Council and 1 member of the public.

Public Participation

Potholes at Brougham Lane and the Market Square were reported. It was agreed to report them to Cumbria Highways for repair.

It was reported that Cumbria Highways are aware the road surface in Nateby Road requires attention. The works are scheduled for 2017/18, repairs will be carried out where necessary in the meantime.

A request for handrails on the steps at Primrose Hill was received. It was agreed to raise the request with Cumbria Highways.

A letter complaining about dog fouling was received. It was agreed to forward the comments to Eden District Council.

A complaint regarding an outbuilding in the ginnel from Walton's Yard was received. It was agreed to draw the matter to the owner's attention.

Flooding Grants for Home Owners

Mr. Metcalfe, Flood Grants Administrator, Eden District Council attended the meeting to advise on the procedure for claiming a flood grant. Mr. Metcalfe provided information on what the grants could be used for and what information was required for a successful application.

District and County Councillors Participation

It was reported that Cumbria County Council is to hold a flood meeting in Kirkby Stephen on 18th April at 7pm in the Kings Arms Ballroom.

The pre-fair meeting is to be held in Appleby this year, however, L Bateman advised the Council that she is prepared to ask for a forum to be held in Kirkby Stephen if it is required. The Council supported this.

Community Police

A report on Police activities for the previous month, submitted by PCSO J Allinson, was read to the meeting.

382	Apologies for absence Apologies were received and accepted from Cllrs. M Walker and D Thornton. Apologies from PCSO J Allinson were received.	Action
383	Minutes of previous meeting RESOLVED that the minutes of Kirkby Stephen Town Council held on 1 st March (pages 91-94) be confirmed as a true record and signed by the Chair.	JJ
384	Declarations of Interests There were no declarations of interest.	
385	Planning RESOLVED that the following applications are received and the Planning Authority advised of the Council's observations as follows: 16/0229 – Full application. Busk Farm, Busk Lane. Demolition of existing flat roof extension and replacement with larger pitched roof extension to provide additional residential accommodation. RESOLVED to support the application and recommend that it be approved. 16/0236 – Full application. 7 Westgarth Road. Retrospective application to create vehicle access to provide parking for 2 cars from road into front garden. The Council was advised that the applicant had sought and gained permission from Cumbria County Council to create a driveway from the highway, unfortunately the applicant was not advised that planning permission may also be required, hence the retrospective application. The Council noted that the work had been carried out to a good standard and had helped to ease parking problems in that area. RESOLVED to support the application and recommend its approval.	Clerk

	<p>16/0224 – Full application. Land off Croglam Park, Rowgate. Residential Development – 13 houses. The Council welcomed the inclusion of affordable housing in the development. The Council noted that the site has been identified as a potential development site in the draft Eden Local Plan and in the Town Council’s informal Town Plan. However, the Town Plan identified weaknesses with the site that required further consideration these being access, drainage and the proximity to the East Station Industrial site.</p> <p>There are concerns about the junction from the A685, South Road into Rowgate and the parking pressures in Rowgate/South Road. Traffic movements into Rowgate have increased in recent years partly due to increased vehicle ownership and partly due to the introduction of new housing developments off Rowgate.</p> <p>It was considered that the double yellow lines which were introduced on the junction require extending to be more effective; however, to do so would remove parking from that area which will add to the parking pressures elsewhere in South Road and in Rowgate. The Council has received complaints from residents in Rowgate about access roads and driveways being blocked due to vehicle parking.</p> <p>It was reported that Highways Officers at Cumbria County Council are aware of the traffic problems both with the junction into Rowgate and the pressure of accommodating residents’ vehicles. The landowners had advised Cllrs Johnstone and Lumley that they are sympathetic to the issue and may be prepared to provide additional parking within the development. It was considered that this development will provide the last opportunity to address the parking issues in this area.</p> <p>It was RESOLVED that the Council raised no objection to the development, however, in light of the concerns expressed by the Town Council and in view of the fact Highways are aware of the situation in regards to access to the development combined with the willingness of the landowner to consider incorporating measures to alleviate parking pressures in the area it was agreed to propose that a site visit is held, preferably in an evening in order to fully appreciate the scale of the problem, with a view to finding a way to address the concerns raised.</p> <p>Correspondence from a resident in relation to application 15/0903, 37 Market Street was received and the contents noted.</p>	
386	<p><u>Town Council Vacancy</u></p> <p>A letter of resignation from Janette Hoad was received following her relocation from Kirkby Stephen. Clerk advised the Council that the vacancy is being advertised locally and Eden District Council has been informed of the vacancy. A notice inviting electors to request an election has been on display since 16th March.</p>	Clerk
387	<p><u>Carr House NDO</u></p> <p>Clerk advised that the NDO has been submitted to NPIERS for a health check to be carried out. A reviewer had not yet been appointed by NPIERS, therefore the project could not be completed by 31st March 2016. The Locality grant conditions specified that the grant must be spent by 31st March 2016 or returned to Groundworks UK. A request for an extension has been turned down.</p> <p>RESOLVED to authorise the return of £3180 unspent grant to Groundworks UK.</p> <p>RESOLVED to authorise an application to be submitted to Locality for a further grant to complete the NDO in the new financial year. It was agreed to ask to include an amount to cover the Town Council administration of the NDO process.</p>	Clerk
388	<p><u>Eden Local Plan (2014 – 2032) Examination Hearings</u></p> <p>Copy email circulated prior to the meeting. Information relating to the examination hearings was received and noted.</p>	
389	<p><u>Argos – Offer of Assistance</u></p> <p>An offer of assistance from a group of Argos Store Managers was received. RESOLVED to accept the offer and direct the group to Jubilee Park. It was agreed to ask former Councillor M Albon for assistance in directing what work to carry out.</p>	Clerk

390	<p><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></p> <p>a. RESOLVED to authorise an inspection of the Cloisters and seek quotes for repairs to the bell tower.</p> <p>b. A Grand Day Out – Mrs. Johnstone advised the Council that plans are underway for an event to be held in Kirkby Stephen on 31st July to mark the Yorkshire Dales National Park Boundary extension which takes effect on 1st August. The name of the event is to be decided but plans are already underway for walking, cycling and running events. A further meeting is to be held on 19th April. There is potential to obtain a grant from Eden Community Fund to help meet some of the costs of setting up the events.</p> <p>c. RESOLVED to authorise expenditure to create banners for both sets of scaffolding to advertise the town's position as the Gateway to the Yorkshire Dales, it is proposed to reuse previous banners if they are in a suitable condition.</p> <p>d. Community & Council Centre – there was no progress to report.</p> <p>e. Banking arrangements – Clerk advised that a bank account with Barclays will be subject to banking charges. An estimated cost, based on the previous years' banking habits, suggested an annual charge of approximately £260. It was AGREED to hold off on progressing with the account opening application while further information was sought from HSBC on the progress of the post office accepting cash payments for organisations which don't qualify for a bank card.</p> <p>The Clerk advised that, should the Council change banks to Barclays, she is required to complete a form which will provide her with the authority to administer the Council's accounts. The Council RESOLVED to authorise the Clerk to administer the Council bank accounts.</p>	<p>Clerk</p> <p>JJ</p> <p>JJ/Clerk</p> <p>Clerk</p>
391	<p><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></p> <p>It was reported that the volunteers for the Visitor Centre have recently had a pre-season get together which had been very successful.</p>	
392	<p><u>Portfolio – Community, Cllr. Mr. Richardson</u></p> <p>Brittleton Bursary – Two applications received.</p> <p>It was noted that a resident has made an offer of £200 to be added to the Brittleton Bursary award. The offer was gratefully accepted. RESOLVED to write and thank the resident.</p> <p>Applications were received from Scouts and the Westmorland Wanderers. Both applications meet the criteria for the bursary. It was RESOLVED to split the fund equally between both groups with each receiving £300.</p>	<p>Clerk</p> <p>Clerk</p>
393	<p><u>Portfolio – Highways, Cllr Mrs. Sowerby</u></p> <p>a. Clerk reported on a meeting held with D Evans, 4th April. The outstanding traffic measures agreed at Silver Street, two year parking restrictions to be extended to all year and 30mph zones at Soulby Road and on the A685 to Out of Eden are approved and will be completed this year. The removal of the parking bays put in on Market Street will be in the next round of variations. The meeting had also discussed issues caused by vehicles parking on the boundary at the top of the Market Square, Rowgate junction, relocation of the bike racks and obstructions on the pavement.</p> <p>The summer parking restrictions are now in force, it was suggested that a visit from the Traffic Wardens would be useful.</p> <p>It was reported that C Grey, Town Centres Manager at Eden District Council may have identified some funding to remove the flower bed from the car park at Christian Head to allow the car park to provide coach parking.</p> <p>b. A letter from Cumbria Society for the Blind, received 1st March, requesting a pedestrian</p>	

	crossing for people with sight loss and local community was received. The matter had been raised with Cumbria Highways during the meeting of 4 th April. Highways has carried out a site visit but have advised that identifying a suitable and safe location for a pedestrian crossing will be a challenge due to the layout of the roads and the number of junctions from it. It was RESOLVED to accept the letter and take direction from Highways.																																																																																																																															
394	<p>Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton</p> <p>a. It was reported that the Clean for the Queen litter picks held in March had been very successful. The recycling centre was noted to be untidy and members reported that the cardboard recycling bins are frequently full. It was AGREED to pass these observations to Eden District Council.</p> <p>b. Cllr Richardson agreed to attend the next Walkers Are Welcome meeting on 17th May.</p> <p>c. Clerk reported that she has been unsuccessful in sourcing potential grant funding to help meet the cost of the tree works along the River Eden. It was RESOLVED to pursue grant funding.</p> <p>d. The Council considered a suggestion received regarding additional work to be carried out to the boundary wall on the Town Council side of the river to assist with river flow. RESOLVED to contact the Environment Agency and seek advice on whether further works are necessary.</p>	Clerk PR Clerk Clerk																																																																																																																														
395	<p>Portfolio – Property, Cllr Mr. Marsh</p> <p>a. It was reported that Rotary has offered to assist with the maintenance of benches. Cllr Marsh is to liaise with Rotary over the work needed.</p> <p>b. The Council received and considered two requests to place memorial benches in the town. RESOLVED to remove benches which are beyond repair and put new ones in their place. It was agreed to seek recyclable benches which are maintenance free. It was agreed to ask the parties what they are willing to contribute.</p>	DM Clerk																																																																																																																														
396	<p>Portfolio – Tourism & Events Cllr Mr. Walker (absent)</p> <p>RESOLVED to approve the purchase of new Christmas lights stock at a cost of £1974 + VAT + delivery at £25.</p> <p>The disposal of the old stock is to be decided.</p>	Clerk MW																																																																																																																														
397	<p>Accounts for payment to be passed</p> <p>Resolved to approve the following accounts for payment</p> <table border="1"> <thead> <tr> <th>Recipient</th> <th>Type of payment</th> <th>Total inc VAT</th> <th>VAT</th> <th>Net Total</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>IB</td> <td>£3,046.54</td> <td></td> <td>£3,046.54</td> <td>Salaries</td> </tr> <tr> <td>T Woof</td> <td>BACS</td> <td>£2,120.00</td> <td></td> <td>£2,120.00</td> <td>Carr House NDO</td> </tr> <tr> <td>C F Corporate</td> <td>DD</td> <td>£175.88</td> <td>£29.31</td> <td>£146.57</td> <td>Printer lease</td> </tr> <tr> <td>System IT</td> <td>DD</td> <td>£36.00</td> <td>£6.00</td> <td>£30.00</td> <td>Computer Maintenance</td> </tr> <tr> <td>Plus Net</td> <td>DD</td> <td>£38.14</td> <td>£6.36</td> <td>£31.78</td> <td>Phone/Broadband</td> </tr> <tr> <td>HMRC</td> <td>BACS</td> <td>£2,536.21</td> <td></td> <td>£2,536.21</td> <td>PAYE & NI</td> </tr> <tr> <td>Groundwork UK</td> <td>BACS</td> <td>£3,180.00</td> <td>£0.00</td> <td>£3,180.00</td> <td>Return unspent grant</td> </tr> <tr> <td>System IT</td> <td>104705</td> <td>£8,035.84</td> <td>£1,339.31</td> <td>£6,696.53</td> <td>IT Equipment</td> </tr> <tr> <td>The Cumbria Clock Company</td> <td>104706</td> <td>£168.00</td> <td>£28.00</td> <td>£140.00</td> <td>Clock Maintenance</td> </tr> <tr> <td>J T Atkinson & Sons</td> <td>104707</td> <td>£110.77</td> <td>£18.46</td> <td>£92.31</td> <td>Materials</td> </tr> <tr> <td>K Bradburn Sims</td> <td>104708</td> <td>£51.01</td> <td>£0.00</td> <td>£51.01</td> <td>IT Equipment</td> </tr> <tr> <td>D A Steadman Ltd</td> <td>104709</td> <td>£576.00</td> <td>£96.00</td> <td>£480.00</td> <td>Cloisters Repairs</td> </tr> <tr> <td>J Cooper</td> <td>104710</td> <td>£11.97</td> <td>£0.00</td> <td>£11.97</td> <td>Hospitality</td> </tr> <tr> <td>Jubilee Park Charity</td> <td>104711</td> <td>£500.00</td> <td>£0.00</td> <td>£500.00</td> <td>Grant</td> </tr> <tr> <td>Halls Newsagents</td> <td>104712</td> <td>£48.84</td> <td>£0.60</td> <td>£48.24</td> <td>Stationery and Stamps</td> </tr> <tr> <td>Balances Remaining</td> <td>31/03/2015</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Street Cleaning</td> <td></td> <td>£2,725.33</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Open Spaces</td> <td></td> <td>£1,874.71</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grants</td> <td></td> <td>£933.88</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administration</td> <td></td> <td>-£2,588.39</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Recipient	Type of payment	Total inc VAT	VAT	Net Total	Description	Staff	IB	£3,046.54		£3,046.54	Salaries	T Woof	BACS	£2,120.00		£2,120.00	Carr House NDO	C F Corporate	DD	£175.88	£29.31	£146.57	Printer lease	System IT	DD	£36.00	£6.00	£30.00	Computer Maintenance	Plus Net	DD	£38.14	£6.36	£31.78	Phone/Broadband	HMRC	BACS	£2,536.21		£2,536.21	PAYE & NI	Groundwork UK	BACS	£3,180.00	£0.00	£3,180.00	Return unspent grant	System IT	104705	£8,035.84	£1,339.31	£6,696.53	IT Equipment	The Cumbria Clock Company	104706	£168.00	£28.00	£140.00	Clock Maintenance	J T Atkinson & Sons	104707	£110.77	£18.46	£92.31	Materials	K Bradburn Sims	104708	£51.01	£0.00	£51.01	IT Equipment	D A Steadman Ltd	104709	£576.00	£96.00	£480.00	Cloisters Repairs	J Cooper	104710	£11.97	£0.00	£11.97	Hospitality	Jubilee Park Charity	104711	£500.00	£0.00	£500.00	Grant	Halls Newsagents	104712	£48.84	£0.60	£48.24	Stationery and Stamps	Balances Remaining	31/03/2015					Street Cleaning		£2,725.33				Open Spaces		£1,874.71				Grants		£933.88				Administration		-£2,588.39				Clerk
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	Community & Council Centre	£20,646.18		
	Miscellaneous	£8,505.00		
	Cloisters	£437.63		
	Market	£8,450.12		
	Allowances	£0.00		
	Calor Fund	£3,015.94		
	<u>Bank Reconciliation Kirkby Stephen Town Council</u>			
	<u>Cashbook</u>		<u>Bank Accounts</u>	
	Receipts	£148,708.82	Market	£9,093.57
	Payments	£104,708.42	HICA	£48,181.74
			Current	£1,943.73
			Total	£59,219.04
			deduct uncleared payments	£15,218.64
	Balance carried forward	£44,000.40	Total	£44,000.40
398	<u>Correspondence</u> Correspondence inviting the Council to a sandbag policy meeting to be held in Penrith was received and noted.			
399	<u>Date of next meeting</u> NOTED the date of the next meeting as Tuesday 3 rd May 2016. Items for the agenda must be received before Monday 25 th April.			

The Meeting closed at 9.00 pm

Chair:
Date: 03/05/2016