

## KIRKBY STEPHEN TOWN COUNCIL

Town Councillors are hereby summonsed to the Annual General Meeting of the Council to be held in the **Local Links Meeting Room, Vicarage Lane** on **Tuesday 3<sup>rd</sup> May 2016 at 6.45pm.**



Mrs. Jeanette Cooper, Clerk  
**27<sup>th</sup> April 2016**

Kirkby Stephen Town Council  
Local Links, Vicarage Lane

Kirkby Stephen, Cumbria, CA17 4QX

Tel: 017683 74854 [ccc@kirkbystephen.f9.co.uk](mailto: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 Election of Chairman**

To elect a Chairman for the municipal year to May 2017

#### **A2 Election of Vice-Chairman**

To elect a Vice-Chairman for the municipal year to May 2017

#### **A3 Apologies - To receive and record with reason, any **apologies for absence****

#### **A4 To confirm the minutes of the meeting held on 5<sup>th</sup> April 2016 as a correct record (copy enclosed)**

#### **A5 To receive declarations of interest in respect of items on this agenda.**

#### **A6 Planning**

**To consider & comment on the following applications submitted to Eden District for approval:**

16/0300 – 10 MELLWOOD. Full application. Proposed first floor rear extension.

16/0262 – REDMAYNE HOUSE. Listed building consent for renovation of the walls on the side of the house that fronts on to Christian Head, comprising pressure washing and painting of render, renovation and pointing of stonework and removal of render from two walls.

16/0310 – MITRE HOUSE, Market Square. Listed building consent for removal of existing dash to expose existing stone and repair and replacement of windows.

16/0291 – RIVER VIEW, Mellbecks. Full Application. First floor kitchen extension.

Levens House Farm, Planning Appeal – to receive information regarding a site visit which was held by the Planning Inspector on Monday 25<sup>th</sup> April. To consider making representations to Eden District Council.

**Cumbria County Council – to consider if it is appropriate to make representations regarding the following planning application:**

3/16/9008 - Waitby Sidings, Waitby – Remove Condition 1 of planning permission 3/14/9006 so as to remove the time-limit for the use of the land for the maturation of compost and 3/16/9009 Provision of concrete slab to assist in the management of composting waste. ***NB: this application lies in a neighbouring parish; Kirkby Stephen Town Council is being notified because it is near the parish boundary.***

#### **A7 Flood Meeting**

To receive a report on the County Council Kirkby Stephen flood meeting held on Monday 18<sup>th</sup> April.

#### **A8 Carr House NDO**

To receive an update on the progress of the Carr House NDO.

- A9 Grants and Donations**  
PAD9 – copy letter herewith. To receive and consider a request for a grant towards running costs. *NB. There is a fund of £1000 in the budget for Youth Work.*
- A10 Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**  
a. Community & Council Centre. Copy report circulated via email. To receive and consider the biannual report.  
b. Insurance – to authorise the Clerk to update the insurance requirements prior to renewal.  
c. Gateway Day – 31<sup>st</sup> July. To receive an update on progress.  
d. Additional Market Day – to consider allowing the Market Traders to hold an additional market on Tuesday 31<sup>st</sup> May free of charge to take advantage of the extra trade in the town prior to Appleby Fair.  
e. Banking Arrangements – to consider banking requirements.  
f. Vacancy – to note that the vacancy is being advertised on the website and will be advertised in the Newsletter. One letter of interest has been received to date.
- A11 Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**  
Yorkshire Dales National Park Meeting – to receive a report.
- A12 Portfolio – Community, Cllr. Mr. Richardson**  
Appleby Fair – CAG sessions, 10am-11am daily from Friday 20<sup>th</sup> May until Sunday 5<sup>th</sup> June (excl. Bank Holiday Monday). Representation required from the Town Council. Cllr Richardson is able to attend Monday, Tuesday and Wednesday sessions.
- A13 Portfolio – Highways, Cllr Mrs. Sowerby**  
To receive an update on activities.
- A14 Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton**  
a. To receive and consider a quote regarding work to be carried out in Stenkrith Park.  
b. To authorise the Chairman to arrange for town planters to be moved into more suitable locations and for repairs to be carried out.
- A15 Portfolio – Property, Cllr Mr. Marsh**  
To consider a proposal to remove and dispose of one metal bench in Stenkrith Park and to install two new maintenance free benches in its place.
- A16 Portfolio – Tourism & Events, Cllr. Mr. Walker**  
To receive an update on the progress of Christmas Lighting 2016. To approve the purchase of a pole for the Market Square at a cost of £270, to approve the purchase of additional items to power lights at a cost of £48.
- A17 Accounts for payment to be passed**  
To approve the accounts for payment, list to be circulated at the meeting
- A18 Policy documents, Risk Assessment and Financial Regulations**  
a. To review the Council's policy documents. Copy circulated via email. Hard copy available to view in the Clerk's Office.  
b. Copy Model Financial Regulations circulated via email. To consider and adopt the revised Model Financial Regulations.  
c. Copy risk assessment herewith. To consider, amend if necessary and adopt the risk assessment.  
d. Copy list herewith. To review the list of authorised BACS, Standing Orders and Direct Debit payments
- A19 Correspondence**  
No items received as of 24<sup>th</sup> April.
- A20 Date of next meeting**  
To note the date of the next meeting as Tuesday 7<sup>th</sup> June 2016. Items for the agenda must be received before Monday 23<sup>rd</sup> May.

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