

6 June 2023, Kirkby Stephen Town Council

Ordinary Meeting of Kirkby Stephen Town Council

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX
Tel. 017683 74854 | clerk@kirkby-stephen.com | Online www.kirkby-stephen.com
Immediately following the Electors' Meeting starting at 6.45 pm at Local Links

Attending. Cllrs. P Richardson (Chairman), A Birtles (Vice Chairman), S Lancaster, M Hall, A Waite, P Dew (W&F), J Murray (W&F), D Thornton, G Wren & C Barnes (Clerk). (All present).

2 members of the public attending

23/041 **Westmorland & Furness Councillors Participation**
Appleby fair

Cllr Dew. The Multi Agency Co-ordinating Group (Mascg) was meeting at 9:00am daily during the fair. 2023 was perceived to be one of the busier years in terms of fairgoers gathering in the area over the weekend prior to being permitted to go on to Appleby. There were only two drinking venues open in Kirkby Stephen town centre during phase 1 of the fair and an issue had existed in relation to the Public Spaces Protection Order (PSPO) at the weekend owing to the pressure on these two venues.

Police had made special provision to provide cover to Kirkby Stephen at the weekend. Kirkby Stephen had also been visited by the new Chairman of Mascg appointed by W&F Council making the opportunity of fact finding for themselves on a number of occasions in the weeks prior to the fair including Monday. The Licensing Officer/Chief Constable had also been present in the town on Saturday.

The RSPCA had been present and had uplifted 1 pony and some other animals.

Street Cleaning had been carried out efficiently.

The police had maintained a permanent presence on the A685 during the weekend. Two fields adjacent to the A685 had been occupied by/made available to fairgoers which had relieved pressure on the verges of the road.

Although there had been issues Cllr Dew felt that the Police had done as good a job as they could.

Cllr Dew noted that at no time had it felt that there was a loss of control as there had been in 2018.

Cllr Murray felt that Saturday evening had 'not been a good look for the town'. He was aware of complaints from visitors other than fairgoers that there was nowhere to eat open and many premises closed. He had met the Licensing Officer noting that from about 7:30 the Town Centre had been 'a no-go zone' and the area of the Market Square to the west of A685 had been 'awful' with the feeling that the town was occupied. It had been clear on Sunday that fairgoers had wanted to be outside the licenced premises (outdoors). There had been incidents of young people squirting ketchup at cars and throwing eggs at homes.

Other matters

Cllr Dew had attended a Policy Development forum looking at YDNP Planning issues in the period 2023 40. Issues highlighted were the building of affordable homes and housing policies that favoured permanent residents.

The Evergreen Building refurbishment was now substantially complete with some exterior works to finish.

Highways works were progressing. The Zebra Crossing improvements in High Street were on hold.

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Chairman's Initials

Cllr Murray.

W & F had approved a three-year Strategic Highways and Transport rolling programme at a meeting earlier in the day.

The Locality board had approved the principle of a grant fund for community busses and sustainable transport with criteria to be developed further in the period to September. A new approach was being examined in relation to the ability to reduce speed limits from 30 to 20 mph. This would not require the range of measures required previously such as ramps and priority passing. Reduced limits could potentially in future be established by signage only.

23/042 Participation of the Police

None. Councillors agreed that Police Participation should remain on the agenda in case police wished to attend and speak.

23/043 Apologies and Welcomes

The were no apologies and 2 members of the public were welcomed to the meeting.

23/044 Declarations and Dispensations

Councillors were reminded of the need to observe the need to make declarations when appropriate. No declarations were made.

23/045 Exclusion of the Press and Public

It was resolved that Press and Public would be excluded from discussion of item 14 on the grounds that publicity would prejudice the public interest by reason of the confidential nature of the business.

23/046 Planning 23/0330 | MANOR HOUSE, MELLBECKS KIRKBY STEPHEN, CA17 4AB.

Proposed alterations to an existing garden store to create an ancillary residential annex within the curtilage of the existing dwelling.
Councillors supported the application.

23/047 Planning 23/0301 | CENTURY CHINESE RESTAURANT, 5 WALTONS YARD, MARKET SQUARE, KIRKBY STEPHEN, CA17 4QT.

Replacement of 4 first floor single glazed timber windows with double glazed uPVC windows.
Councillors discussed the absence of Town Council Policy on the replacement of wooden windows with UPVC replacements within the Conservation Area noting that each application previously had been responded to on its merits. The planning authorities' policies were paramount and an up-to-date conservation area appraisal was required. The council supported the application with one councillor abstaining.

23/048 Planning 23/0295 | 4 ELDERBERRY DRIVE, KIRKBY STEPHEN, CA17 4ED.

Insertion of first floor window to North West elevation.
No plans were published on the website. Councillors asked that details of the proposed changes were sent out or posted on line to support the application in order that the council could comment on them. It was noted that LGR had potentially disrupted the systems being used but a similar issue had arisen in relation to a planning application at Croglam Park (23/0072)

23/049 Planning 23/0273 | 1 CHURCH WALK, KIRKBY STEPHEN, CA17 4RA.

Listed Building Consent for the replacement of existing wooden front door with wood effect composite door.
The council supported the application with one councillor abstaining.

23/050 **Council Plan 2023/24.**

Councillors reviewed the existing council plan and a summary of suggestions for the coming year. It was agreed that councillors would respond to the Clerk with content suggestions for review. The clerk would circulate a form/spreadsheet to draw these together. Councillors agreed that funding opportunities should be included and used to prioritize proposed actions. Councillors recognised that projects under the council's control in terms of delivery should stand alongside projects for which the council could only offer advocacy and support and which would be delivered by others. EG the development of a Brough to Kirkby Stephen Cycle route.

The clerk would send the concept sketches currently being consulted on with Highways for Silver Street gardens to all councillors as those recently elected would be unaware of the plans.

23/051 **Plan Reviews (Planning).**

Councillors discussed the Town Plan 2014 2025 and Neighbourhood Plan 2012 2025. Both were approaching the end of their lives and it was agreed that arrangements for review of both should be added to the Council Plan 2023/24 above. Resource planning in relation to facilitation, authoring and expertise (planning consultant) would need to be identified and delivered through the Council Plan.

Councillors agreed that the sequencing of any refreshment/replacement of the neighbourhood plan would need to be managed carefully in relation to the adoption of a new Westmorland and Furness Plan in order to minimise the risk of a substantial piece of work being prematurely superseded by the Westmorland and Furness Plan.

23/052 **Transport Audit and Saturday Bus Service.**

1. **Update, Saturday Bus Service.** No invoices had been received by KSTC yet. Charges due for April and May. Charges would be in the region of £300 Reports (when they were received) would show details of the fare box and could be used for review or targeting advertising. KSTC held funds (Bus service operator's grant) that could be used to advertise the service but not provide subsidy for its operation. The service was performing better than expected by Stagecoach. Guarantee is £397pd, so a month with 5 services could create a liability of £1,985. (£1,588, 4 Services). The service was very nearly commercially viable. It takes 10 weeks to stop/de register the service. So, a contingency (worst case scenario £4k) is required for this purpose in the guarantee fund. Councillors noted that the guarantee fund currently sits at: £8,512 (or £8,209.41 adjusted for amounts due to be invoiced). This service had not been registered at the time that the £2 bus fare cap had been announced. The £2 fare had therefore been offered on the bus at Stagecoach's discretion and cost. This scheme had now been extended beyond June and Stagecoach would continue to offer the £2 fare while crediting the full value of the fare to KSTC effectively contributing subsidy to the trial. On the basis of current use. Stagecoach felt that the subsidy available would be more than adequate to guarantee the service in 2023. It was agreed to review the service in August regarding the requirement for subsidy/guarantee. Stagecoach anticipated that the service would cease at the end of October (April/October) and potentially be reinstated in the 2024 season on a commercial basis when a year's operational figures would be available. The performance of the service at a commercial fare circa £4/£5 remained unknown. It was believed that Govt. would offer to maintain the reduced fare with a £2.50 bus fare cap in 2024.

- 2. **Councillor Lead.** It was agreed that Cllr Waite would replace Cllr Walker as lead on the Transport Audit project and Bus Service.
- 3. **Term.** Councillors favoured a permanently established service rather than a seasonal service. It was agreed to propose that the guarantee fund be used to maintain the service beyond October if required.
- 4. **Marketing.** Councillors favoured the use of the remaining BSOG funding to support the destination marketing of Kirkby Stephen along the route.

23/053 **Internal Audit 2023 24**

- 1. The Internal Auditor’s report was received and approved. No actions were identified or required.
- 2. The internal auditor was willing to continue their appointment on the same basis.

23/054 **Finance.**

- 1. The schedules of receipts and payments and bank reconciliation for the month of May 2023 were received and APPROVED together with forward approval ‘in principle’ of regular/budgeted payments, Salaries, PAYE & NIC.
- 2. The closing balance of £206,034.39 was noted.

23/055 **Exclusion of the Press and Public.**

It was RESOLVED to exclude the press and public by a resolution of the council on the grounds that publicity would prejudice the public interest by reason of the confidential nature of the business in respect of the following agenda item.

23/056 **Staff Matters.** (Confidential Minute).

23/066 **Next meetings.**

It was agreed that the Clerk would reschedule the July meeting to the second week of August and that, if necessary, an Extraordinary Meeting may be convened at the end of June to discuss the Whitehouse Farm application. The clerk would invite the Case Officer (Planning dept W&F) to attend the Extraordinary Meeting to summarise the changes made in the superseded plans for the development at Whitehouse farm since the council’s last response.

<ends 8:30>

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Chairman

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Date

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Chairman’s Initials