

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre
on Tuesday 7th June 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), Mrs. J Sowerby (JS), Mrs. D Thornton (DT) and Mr. M Walker (MW).

Also in attendance: Clerk, L Bateman (LB), Mr. T Ladhams, Mr. T Woof, A Keogh Reporter and 2 members from Eden Save Credit Union.

Public Participation

T Woof reported that the Carr House NDO has been through a health check and the examiner has given a report which was passed to the Town Council. The report contained the following recommendations:

- Consider whether to consult again on a single preferred use for the building
- Consider discussing the proposed NDO with Yorkshire Dales National Park Authority before proceeding, including whether it would be more expedient to submit a planning application for the development which would otherwise be consented by the NDO
- Redraft Condition 3 to simplify the text and remove Condition 3 ii) e on the grounds that it gives powers to grant occupancy that go beyond material planning considerations
- Redraft Condition 5 to secure the objective of improving the conservation status for protected species on the site
- Redraft Condition 6 to support only temporary closure of the public right of way or provide evidence which might justify a permanent diversion
- Redraft Condition 9 to ensure protection of the River Eden SAC

Mr. Woof advised the Council that he has contacted the YDNP Authority and waiting its response and addressed the recommendations to redraft conditions 3, 5, 6 and 9 and asked the Council to consider if a further consultation period was required when the matter was considered on the agenda. Mr. Woof left the meeting.

Eden Credit Save Union

Two members of the Eden Credit Save Union gave a presentation on the organisation and its aims. The credit union offers loans and savings and gave examples of the help it has offered, including a start-up loan for a small business. The Union is keen to reach more people and asked for assistance in promoting the facility.

District and County Councillors Participation

TL reported a dead tree on the verge at the junction to Fletcher Hill Park. It was agreed to report it to Cumbria Highways for action.

It was reported that some of the equipment at the children's play area near to the Primary School has been out of action for some time due to damage. As the equipment is old replacement parts are not easily sourced. The District Council is considering what action to take as much of the equipment needs replacing which it does not have funds for. LB is looking at whether a local group will take on fund raising. The Town Council considered that the play area is well used and valued by the local community and agreed it would support fund raising efforts. It was agreed to ask for repairs to be made in the meantime in order that the play area can be used.

Community Police

The Community Police were not in attendance. It was considered that the Appleby Fair arrangements for Kirkby Stephen had worked well. The Council thanked MASCG and the Police.

420	Apologies for absence Apologies were received and noted from V Kendal (EDC) and PCSO J Allinson.	Action
421	Minutes of previous meeting RESOLVED that the minutes of Kirkby Stephen Town Council held on 5 th May (pages 100-103) be confirmed as a true record and signed by the Chair.	JJ
422	Declarations of Interests There were no declarations of interest.	
423	Planning RESOLVED that the following applications are received and the Planning Authority advised of the Council's observations as follows: 16/0274 – Land Off Appleby Road. Full application. Construction of an improved road access onto Appleby Road. RESOLVED to support the application and recommend approval. 16/0049 – Levens Close. Application for approval of details regarding materials, landscaping, drainage, road layout and retaining wall relating to 09/0231 for six market led dwellings and three	Clerk

	<p>affordable dwellings. The Council observed that there are small inconsistencies with regards to how the end of the road layout is shown in the proposed landscaping plan and plans and elevations unit A to how it is shown on the road and drainage layout plans. RESOLVED to support the application and recommend approval.</p> <p>16/0472 – The Dental Practice. Listed building consent for exterior signage and interior remodelling and window display. RESOLVED to support the application and recommend approval.</p> <p>The following decisions were received and noted:</p> <p>16/0152 – 23 North Road, granted</p> <p>15/1160 – Redmayne Gardens, granted</p> <p>16/0059 – 35 Westgarth Road, granted</p> <p>It was noted that the Levens House Farm appeal has been dismissed by the Planning Inspectorate.</p> <p>Waitby Sidings – Cllrs Lumley and Marsh reported that they had attended an informal site visit held by the applicant at his invitation. Further information submitted by the applicant to Cumbria County Council and an explanation of Development Control site visits was read to the meeting. It was reported that neighbouring residents still have concerns about the site. RESOLVED that the request for a site visit would stand and to recommend to Smardale and Waitby Parish Meeting to ask for a site visit if a request has not already been made.</p>	
424	<p><u>Eden District Council – Stage One Complaint</u></p> <p>Copy letter circulated with the agenda. A response to the stage one complaint regarding the missed planning appeal site visit at Levens House Farm was received and accepted.</p>	
425	<p><u>Carr House NDO</u></p> <p>Receipt of the £3,100 grant from Locality was NOTED.</p> <p>Copy pre submission document and Examiners Report received. Information received from Mr. Woof during Public Participation was noted. RESOLVED that it was not necessary to carry out a further consultation on a single preferred use for the building. RESOLVED to accept the pre submission document and ask Mr. Woof to submit the document to Eden District Council.</p>	Clerk
426	<p><u>Grants and Donations</u></p> <p>EDEN TIMEBANK - Copy letter circulated with the agenda. Further to the request from Eden Timebank for a grant to pay for a venue to hold monthly events in Kirkby Stephen, it was reported that K Bradburn-Sims, Community and Council Centre has offered Eden Timebank the opportunity to continue with a previous arrangement which allows it to use the Local Links Meeting Room free of charge. In light of this information it was RESOLVED to not make a financial contribution to Eden Timebank, it was considered more appropriate to reiterate the offer of the Local Links as a venue and to assist with promotion of events on the website and newsletter.</p>	
427	<p><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></p> <p>a. Westmorland Dales Day – 31st July. It was reported that a funding application has been submitted to Eden Community Fund, match funding of £240 towards the event costs is required. RESOLVED to provide funding of £240 from Miscellaneous.</p> <p>The Town Council was asked to consider the wording and colours for the advertisement banners. RESOLVED to use the colours of the Westmorland Flag, i.e. White background, red lettering and yellow border. Wording agreed as 'Welcome to Kirkby Stephen, Gateway to the Westmorland Dales'.</p> <p>b. Vacancy – Clerk reported that three applications have been received. It was AGREED to invite the prospective candidates to meet with available Councillors on Tuesday 14th June at 6.45pm. The co-option will be made at the July meeting.</p>	Clerk Clerk Clerk
428	<p><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></p> <p>Cllr Lumley reported on a Warcop Liaison Briefing she attended. A report is available to view in the Local Links.</p>	

429	<p><u>Portfolio – Community, Cllr. Mr. Richardson</u></p> <p>Cllr Lumley and Richardson reported that they had attended the CAG meetings being held at KS Police Station during the fair period.</p> <p>The notes of the Neighbourhood Forum meeting held in Kirkby Stephen on 10th May were received and noted.</p>	
430	<p><u>Portfolio – Highways, Cllr Mrs. Sowerby</u></p> <p>a. Copy information circulated with the agenda. RESOLVED to support an application by Stainmore Railway for the installation of three direction signs in the town.</p> <p>b. The Council was informed that a mobility scooter user has submitted a complaint to Cumbria Highways regarding obstructions on the pavements in the town centre and vehicles parking on the pavement in South Road which are preventing access. It was reported that further complaints have been made to Councillors. Cllr Johnstone reported that she has already spoken with one business which had been obstructing the pavement with tables and signs and Councillors were advised that the PCSO's monitor South Road and remind car owners to park considerately. RESOLVED to write to all businesses on Market Street to advise them of the complaints and request that signs and furniture are scaled down if necessary to keep the pavements clear of obstructions for pedestrians.</p> <p>c. It was AGREED to report a blocked drain at Brougham Lane to Cumbria Highways.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
431	<p><u>Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton</u></p> <p>a. Following a suggestion received to remove all trees from the river bank edge at Frank's Bridge, Clerk met with an officer from the Environment Agency to seek advice. The EA Officer agreed that removing the trees along the full section of river bank may aid the flow of water during high rainfall. The Council expressed concern about both the visual impact on the area and the stability of the river bank without the trees to bind it. RESOLVED to review the situation after the work to remove the trees opposite Mill Lane has been carried out.</p> <p>b. RESOLVED to authorise expenditure of £397 + VAT for work to be carried out in Silver Street Gardens, the provision of lavenders and to empty and refill the town planters with compost prior to the summer planting.</p> <p>It was reported that Mr. Simpson has painted the town planters.</p> <p>Cllr Richardson was thanked for providing a new planter at Hartley Road junction.</p>	<p>Clerk</p> <p>Clerk</p>
432	<p><u>Portfolio – Property, Cllr Mr. Marsh</u></p> <p>Cllr Marsh is liaising with G Wall, Eden Rotary with a view to painting the seats in Frank's Bridge. It is suggested that the stone seat is repaired using maintenance free materials rather than wood. It was noted that the seat in Edensyde is in need of maintenance. It was also reported that a tree guard needs to be removed from a tree in Edensyde. Cllr Marsh agreed to carry this out.</p> <p>The litterbins in the town are in need of repainting. AGREED to submit a request to Eden District Council.</p>	<p>DM</p> <p>Clerk</p>
433	<p><u>Portfolio – Tourism & Events Cllr Mr. Walker</u></p> <p>a. Christmas Lights – It was reported that the new equipment has been received. Old stock is being offered to local organisations. An order for the additional equipment is to be placed. Donations have been received from local businesses to improve the lighting in Silver Street Gardens. A reclaimed telegraph pole has been offered by a firm in Kendal but it will require delivering which will incur a cost. Options for delivery are being explored.</p> <p>b. The business advertisement signs require updating. It was RESOLVED to meet the costs from the Town Forum funds, held by the Town Council. The cost for new business advertising is £25. Cllr Walker agreed to pass on the template/letter to the Clerk.</p>	<p>Lights Team/ MW</p> <p>Clerk/M W</p>

434	<p><u>Accounts for payment to be passed</u></p> <p>Resolved to approve the following accounts for payment</p>					Clerk
	Type of payment	Total Inc VAT	VAT	Net Total		
	Recipient				Description	
	Z Bromfield	104722	£160.00	0	£160.00	Internal Audit
	Plus Net	DD	£37.98	6.33	£31.65	Phone/Broadband
	system IT	SO	£36.00	6	£30.00	IT Monthly Maintenance
	staff	BACS	£3,256.58		£3,256.58	Salaries
	Gala Lights	104723	£2,398.80	399.8	£1,999.00	Christmas lights
	Pad9	104724	£500.00		£500.00	Grant
	J T Atkinson	104725	£150.46	£25.08	£125.38	Bench maintenance
	Halls Newsagents	104726	£73.50	£0.33	£73.17	Stationery and Stamps
	Kirkby Stephen					
	Produce Ltd	104727	£36.00	£7.20	£28.80	Plants
	Ravensworth Nurseries	104728	£339.96	£56.66	£283.30	Plants
	Zurich Municipal	104729	£2,046.10	£0.00	£2,046.10	Insurance
	Miss M Brett	104731	£130.00	£0.00	£130.00	Newsletter Delivery
	Cerberus	104732	£395.00	£0.00	£395.00	Newsletter Printing
	Balances Remaining	28/05/2016				
	Street Cleaning	£15,734.81				
	Open Spaces	£9,515.65				
	Grants	£1,416.88				
	Administration	£12,650.70				
	Community & Council					
	Centre	£35,012.06				
	Miscellaneous	£11,159.48				
	Cloisters	£14.58				
	Market	£8,450.61				
	Allowances	£0.00				
	Calor Fund	£2,515.94				
	<u>Bank Reconciliation Kirkby Stephen Town Council</u>					
	<u>Cashbook</u>		<u>Bank Accounts</u>			
	Receipts	£113,882.50			£9,165.07	
	Payments	£17,531.12			£89,992.34	
					£3,723.79	
					£102,881.20	
					deduct uncleared	
					payments	£6,529.82
	Balance carried forward	£96,351.38			Total	£96,351.38
435	<p><u>Annual Return 2015/16</u></p> <p>Copy Annual Return with supporting documents circulated with the agenda.</p> <p>RESOLVED to approve the Annual Governance Statement, section 1.</p> <p>RESOLVED to approve the Accounting Statement, section 2.</p>					
436	<p><u>Annual Accounts 2015/16</u></p> <p>Copy circulated with the agenda. RESOLVED to approve the annual accounts. It was noted that the internal auditor has carried out an audit of the accounts and has not raised any matters of concern.</p>					
437	<p><u>Correspondence</u></p> <p>No items received.</p>					
438	<p><u>Date of next meeting</u></p> <p>NOTED the date of the next meeting as Tuesday 5th July 2016. Items for the agenda must be received before Monday 27th June.</p>					

The Meeting closed at 8.55 pm

Chair:
Date: 05/07/2016