

## 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 5<sup>th</sup> July 2016 at 6.45pm.**



Mrs. Jeanette Cooper, Clerk  
**29<sup>th</sup> June 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 Apologies** - To receive and record with reason, any **apologies for absence**

**A2** To **confirm the minutes of the meeting held on 7<sup>th</sup> June 2016** as a correct record (copy enclosed)

**A3** To receive **declarations of interest** in respect of items on this agenda.

**A4 Co-option of Councillor to fill the vacancy**

To receive three applications for the vacant seat, copy information herewith. To hold a closed ballot, ballot slips will be provided at the meeting. The successful candidate will be the one with the majority vote, it may be necessary to eliminate the candidate with the least number of votes and repeat the ballot with the remaining two candidates. In the event of a tie the Chairman will make the casting vote. The successful candidate will be asked to sign a declaration of acceptance of office before joining the Council at the meeting. The successful candidate will also be required to complete a Register of Interests form.

**A5 Planning**

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

16/0481 – 14 North Road, garden room extension to replace existing conservatory.

**To receive and note the following decisions:**

16/0300 – 10 Mellwood, extension, **granted**

16/0236 – 7 Westgarth Road, driveway, **granted**

16/0262 – Redmayne House, listed building, **granted**

16/0229 – Busk Farm, extension, **granted**

15/0903 – 37 Market Street, air conditioning unit, **refused**

16/0291 – River View Mellbecks, 1<sup>st</sup> floor kitchen extension, **granted**

**A6 Carr House NDO**

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

**A7 Grants and Donations**

a. Copy letter from Kirkby Stephen Community Arts herewith. To receive and consider a request for funding to help meet the set up costs of Kirkby Construction and Into the Woods, an outdoor playgroup, details of the activities and set up costs contained in the letter.

b. Westmorland Dales Day 31<sup>st</sup> July

i) Applications for grant funding have been submitted by Upper Eden Community Interest Company. A grant of £500 has been agreed from Eden District Council towards the set up costs of the Westmorland Dales Day. A further application for £663 has been submitted to Cumbria County Council. UECIC requests a grant from the Town Forum funds, held by the Town Council, in the event of either the grant application being unsuccessful or a shortfall in the grant awarded.

ii) To formally approve a BACS payment of a deposit of £140 to secure the booking of a Cumbria Classic Coach. The payment is to be taken off the £240 match funding agreed by the Town Council at the 7<sup>th</sup> June meeting.

**A8 Radio and TV Reception**

To receive and consider a request for improved radio and television coverage in Kirkby Stephen.

**A9 Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**

- a. To note that the National Joint Council pay award for 2016/17 has been agreed. The new pay scales have been applied to staff salaries and backdated to 1<sup>st</sup> April. The NJC Pay awards have been agreed for 2017/18 and will be implemented on 1<sup>st</sup> April 2017.
- b. Pension Scheme - Automatic Enrolment. To note that the staging date is 1<sup>st</sup> August. All steps have been followed ready for the staging date.
- c. Community and Council Centre
  - i.) To receive information on the status of the Community and Council Centre. The C&CC has successfully applied to become a Community Interest Company with effect from 11<sup>th</sup> June 2016.
  - ii.) To consider renewal of the IT Maintenance contract at a monthly cost of £32.10 + VAT and to consider the term of the contract. The contract is offered at this price for 12 or 24 months with no price increases over the 2 year period, however, due to the changes in the C&CC structure it is recommended that the Council enters into a 12 month contract. The cost would be met from the C&CC budget.
- d. Accounts for Payment – To authorise the Clerk to pay invoices requiring payment prior to the September meeting, invoices to be presented for approval to the Chair and Vice-Chair prior to payment.
- e. Copy of the 2016 listing with word count herewith. Town parking listings in the 2017 CDC Coach Tourism Yearbook – To consider continuing to place an enhanced listing in the publication of up to 300 words, plus a ¼ page map and an image at a cost of £155 + VAT. To consider any changes to the current listing.
- f. Arnold Baker on Local Council Administration Tenth Edition – to authorise the purchase of the publication at a cost of £92.

**A10 Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**

To receive a report on activities.

**A11 Portfolio – Community, Cllr. Mr. Richardson**

To receive a report on activities.

**A12 Portfolio – Highways, Cllr Mrs. Sowerby**

- a. To receive a footway lighting update
- b. To consider a request for a footway light in Fountain's Yard. A donation of £850 towards the installation of the light is offered by Enhance Hair and Beauty.

**A13 Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton**

To consider authorising tree works and repairs to gate in Frank's Bridge to proceed at a cost of £1445 + VAT

**A14 Portfolio – Property, Cllr Mr. Marsh**

To receive a report on recent activities.

**A15 Portfolio – Tourism & Events, Cllr. Mr. Walker**

- a. To receive an update on the progress of Christmas Lighting 2016.
- b. To receive a report on recent activities.

**A16 Accounts for payment to be passed**

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

**A17 Correspondence**

Pad 9 – to receive a thank you card.

**A18 Date of next meeting**

To note the date of the next meeting as Tuesday 6<sup>th</sup> September 2016. Items for the agenda must be received before Tuesday 30<sup>th</sup> August.

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