

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre
on Tuesday 5th July 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), Mr. M Walker (MW) and Miss. G Earl (GE).
Also in attendance: Clerk, V Kendall and two members of the public

Public Participation

Cllr Marsh asked why a site visit, requested by the Town Council had not been carried out by the County Council Development Control Committee prior to considering the application relating to a compost maturation site at Waitby Crossing, particularly as the site was about to become part of the Yorkshire Dales National Park and there have been allegations from residents that the operator of the site has breached conditions in the past. He felt that a site visit would have helped prevent further issues arising in the future and the applicant and the residents had lost an opportunity to iron out any issues before the permission was granted.

Mrs. Walker, Kirkby Stephen Community Arts, attended the meeting to answer any questions relating to a request for funding, item 445, she advised the Council that the organisation is looking to offer activities for children under 5 years old and it is hoped these can start in September.

District and County Councillors Participation

Mrs. Kendall advised the Council that she had visited the Waitby Crossing site on a previous occasion following a complaint from a neighbouring resident and she will continue to monitor the site with a view to asking for it to be revisited if conditions aren't being met.

It was reported that Mrs. Kendall is to hold a surgery in the Local Links on Saturday and the Council was advised that she will be representing Eden District Council on the Yorkshire Dales National Park Authority on the Planning Committee.

Community Police

PCSO J Allinson was unable to attend the meeting and sent a report on the activities of the Police in the last month.

439	Apologies for absence Apologies were received and noted from T Ladhams, L Bateman, PCSO J Allinson and A Keogh.	Action
440	Minutes of previous meeting RESOLVED that the minutes of Kirkby Stephen Town Council held on 7 th June (pages 104-107) be confirmed as a true record and signed by the Chair.	JJ
441	Declarations of Interests Cllr M Walker declared an interest in item 445 as his family are involved in the organisation seeking grant funding.	
442	Co-option of Councillor to fill the vacancy Three applications applied for the vacant seat, copy information circulated with the agenda. A closed ballot was held to determine the successful candidate. Georgina Earl received a majority vote and was duly co-opted to the Council. Miss Earl signed the Declaration of Acceptance of Office and joined the meeting. The Register of Interests form is to be completed within 28 days of joining the Council. The Council thanked the other applicants for their interest in the vacancy.	
443	Planning RESOLVED that the following applications are received and the Planning Authority advised of the Council's observations as follows: 16/0481 – 14 North Road, garden room extension to replace existing conservatory. RESOLVED to support the application and recommend its approval. The following decisions were received and noted: 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 st floor kitchen extension, granted Cumbria County Council - Waitby Sidings, granted	Clerk

444	<p><u>Carr House NDO</u> Mr. Woof has submitted the document to Eden District Council, however, due to staff absences the consultation has not started yet and may not start until after the Eden Local Plan Hearings conclude on 21st July.</p>	
445	<p><u>Grants and Donations</u></p> <p>a. Copy letter from <u>Kirkby Stephen Community Arts</u> circulated with the agenda. Cllr M Walker declared an interest in this item, left the room and took no part in the discussion. The Council was advised that Kirkby Stephen Community Arts has applied for charity status.</p> <p>The Council was asked to consider a request for funding to help meet the set up costs of two new children's activities Kirkby Construction, a fortnightly construction club for ages 3+ and Into the Woods, a weekly outdoor playgroup for 0-4 year olds. The set up costs for both groups was estimated to be £250 each, which included a contribution towards the relevant insurances required. RESOLVED to award £500 from the youth budget to Kirkby Stephen Community Arts. RESOLVED to add the payment to the list of accounts for payment at this meeting. Cllr Walker rejoined the meeting.</p> <p>b. <u>Westmorland Dales Day 31st July</u> It was reported that applications for grant funding to cover costs of the Westmorland Dales Day have been submitted by the Upper Eden Community Interest Company. A grant of £500 has been agreed by Eden District Council with a further application for £663 submitted to Cumbria County Council. UECIC does not hold surplus funds; therefore, in order to ensure that arrangements for the event can progress UECIC requested a grant of £663 in the event of either the grant application being unsuccessful or a shortfall in grant funding awarded. The Council considered the difficulties that UECIC faced in paying deposits to secure bookings without capital and was concerned that arrangements for the WDD would be compromised without assured funding, therefore it was RESOLVED to make a grant of £663 from Town Forum funds held in Miscellaneous, with a request that any unspent grant is returned to the Town Council so that it can be used for future events. RESOLVED to add the payment to the list of accounts for payment at this meeting.</p> <p>c. RESOLVED to approve a BACS payment deposit of £140 to secure the booking of a Cumbria Classic Coach for the Westmorland Dales Day. The payment is to be made from the grant of £240 which was agreed by the Town Council at the 7th June meeting and will be taken from the Town Forum funds held in Miscellaneous,</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
446	<p><u>Radio and TV Reception</u> Clerk reported that she has received a request for improved radio and television coverage in Kirkby Stephen. RESOLVED to support the request and write to Rory Stewart MP for advice on how this could be achieved.</p>	Clerk
447	<p><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></p> <p>a. NOTED 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 1st April. The NJC Pay awards have been agreed for 2017/18 and will be implemented on 1st April 2017.</p> <p>b. Pension Scheme - Automatic Enrolment. NOTED that the staging date is 1st August. Clerk reported that all steps have been followed ready for the staging date.</p> <p>c. Community and Council Centre</p> <p>i. NOTED that the C&CC has successfully applied to become a Community Interest Company which took effect from 11th June 2016. The change will enable the Community & Council Centre to draw down funding from other sources. Cllrs J Johnstone and A Birtles are to meet with officers from Cumbria County Council at the end of July to make arrangements for a longer term contract with County to stay in the Local Links.</p> <p>ii. RESOLVED to renew the IT Maintenance contract at a monthly cost of £32.10 + VAT for a further 12 months, the cost will be met from the Community and Council Centre budget.</p> <p>d. Accounts for Payment – RESOLVED to authorise the Clerk to pay invoices requiring payment prior to the September meeting, invoices are to be presented for approval to the Chair and Vice-Chair prior to payment.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>e. CDC Coach Tourism Yearbook 2016. Copy of the 2016 listing with word count circulated with the agenda. RESOLVED to place an enhanced listing in the publication. The wording of the listing was ACCEPTED.</p> <p>f. RESOLVED to purchase a copy of the Tenth Edition of Arnold Baker on Local Council Administration at a cost of £92.</p>	<p>Clerk</p> <p>Clerk</p>
448	<p><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></p> <p>Cllr Birtles reported on a meeting held with senior officers from the Yorkshire Dales National Park, Cllrs GL and JJ also attended. The focus of the meeting was to establish links with the UE Visitor Centre and look at what the UEVC could do for the National Park and vice versa, a small amount of funding is on offer by YDNP. The YDNP is looking to develop working relationships with organisations locally.</p>	
449	<p><u>Portfolio – Community, Cllr. Mr. Richardson</u></p> <p>Cllr Richardson reported that he helped mark the running track at the Grammar School and had expected to take part in the mock interviews of year 10 students but due to a staff strike this has been postponed. He reported that he has replaced the wood slats on the memorial seat at Frank's Bridge.</p>	
450	<p><u>Portfolio – Highways, Cllr Mrs. Sowerby</u></p> <p>a. A footway lighting update from Eden District Council was RECEIVED. Several lights are in the process of being replaced these are located at The Close, High Street, Westgarth Court, Silver Street corner and Victoria Building, Mellbecks. EDC is continuing to repair lights where they can be repaired regardless of whether they meet the new criteria or not.</p> <p>b. It was reported that a request has been made for a new footway light in Fountains Yard. A donation of £850 towards the installation of the light has been offered by Enhance Hair and Beauty. Clerk reported that she has requested a site visit with the lighting officer at Eden to find a suitable location for a light and obtain a quote. Cllr Walker suggested that prices are sought for alternative lighting solutions and agreed to investigate this further for the September meeting.</p> <p>c. Cllr Sowerby reported that a member of the public had banged his head on a hanging basket outside one of the businesses on Market Street; he reported this directly to the owner of the shop.</p> <p>d. D Evans, Highways provided an update on progress of traffic regulations in Kirkby Stephen as follows:</p> <ul style="list-style-type: none"> • A685 40mph at Out of Eden – formal consultation commenced 23rd June and will end 14th July 2016. • All Year Parking Restrictions and Silver Street – Formal consultations will commence ASAP during the summer. Eden Local Committee instructed a consolidation of all Eden TROs to be carried out during 2016, which is taking considerably longer than expected and still involves a large amount of work to get it to the formal consultation stage. I don't have a firm timescale for this yet. • Removal of bays – our road marking contractor has details of this, I've flagged it up to be completed ASAP and will go ahead out in the coming weeks <p>e. It was reported that pedestrian/cycle access signs to the station link path are to be looked at again as people are missing them and using the main road instead.</p>	<p>Clerk/ MW</p>
451	<p><u>Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton</u></p> <p>RESOLVED to authorise Mr. Hodgson to carry out tree works and repairs to gate in Frank's Bridge at a cost of £1445 + VAT. The Council had hoped to have the work carried out after the trees had shed their leaves, however, it was reported that the contractor has advised that the work will require the use of heavy machinery being brought on site and it would be less damaging to the ground to do that while the ground is relatively dry, therefore it was AGREED to ask that the work be carried out no earlier than mid-September. The cost of the work has not been pre-budgeted, however, in the Open Spaces budget funds have been allocated of £500 in general maintenance, £100 in Frank's Bridge and it is expected that work in Silver Street Garden will be under budget. It was RESOLVED to vire funds from the Contingency fund in Miscellaneous to meet any shortfall.</p>	<p>Clerk</p>
452	<p><u>Portfolio – Property, Cllr Mr. Marsh</u></p> <p>It was reported that the benches in Frank's Bridge have been painted by Upper Eden Rotary, a letter of thanks will be sent to the Rotary.</p>	<p>Clerk</p>

	<p>Cllr Richardson was thanked for repairing the Memorial seat in Frank's Bridge.</p> <p>Cllr Marsh reported that he has removed the guard from the tree in Edensyde. The bench near Edensyde requires maintenance, DM agreed to arrange for this work to be carried out.</p> <p>It was reported that the Council has a number of plastic tree tubes leftover from the tree planting at Edensyde. AGREED to offer these to other organisations free of charge.</p> <p>It was reported that the sheds have been sorted out and unwanted items recycled where possible. The old computers were wiped and donated to a charity called IT Schools Africa, via Upper Eden Rotary.</p>	<p>DM</p> <p>Clerk</p>																																																																																																																																																																		
453	<p><u>Portfolio – Tourism & Events Cllr Mr. Walker</u></p> <p>a. Christmas Lighting 2016 – a meeting of the lights team has been called for 11th July. Donations of £700 have been received with a further pledge of £250 from Upper Eden Rotary.</p> <p>It was reported that additional connectors and leads have been ordered.</p> <p>As reported at the June meeting a recycled telegraph pole may be available free of charge from Kendal, however, Cllr Walker was concerned that the integrity of the pole might cause problems as the Council would have no way to establish its provenance. RESOLVED to authorise the purchase and delivery of a new pole at a cost of £710 + VAT if the pole from Kendal is not suitable. Arrangements for its safe keeping between uses are to be considered.</p> <p>The arrangements for the switch on need to be considered. Clerk to investigate road closure cost and timescales.</p> <p>b. Cllr Walker reported on the receipt of the Visit Eden Newsletter and advised that an Eden Tourism Network meeting is planned on 7th September.</p>																																																																																																																																																																			
454	<p><u>Accounts for payment to be passed</u></p> <p>Resolved to approve the following accounts for payment</p> <table border="1" data-bbox="263 1232 1412 2016"> <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>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>staff salaries</td> <td>BACS</td> <td>£3,258.69</td> <td>0</td> <td>£3,258.69</td> <td>Salaries</td> </tr> <tr> <td>HMRC</td> <td>BACS</td> <td>£2,767.06</td> <td>£0.00</td> <td>£2,767.06</td> <td>PAYE & NI</td> </tr> <tr> <td>Cumbria Classic Coaches</td> <td>BACS</td> <td>£140.00</td> <td>£0.00</td> <td>£140.00</td> <td>Deposit for Westmorland Dales Day</td> </tr> <tr> <td>System IT</td> <td>DD</td> <td>£36.00</td> <td>£6.00</td> <td>£30.00</td> <td>Monthly IT Maintenance</td> </tr> <tr> <td>plus net</td> <td>DD</td> <td>£37.41</td> <td>£6.23</td> <td>£31.18</td> <td>Phone/Broadband</td> </tr> <tr> <td>Upper Eden Community Interest Company</td> <td>104733</td> <td>£100.00</td> <td>£0.00</td> <td>£100.00</td> <td>Grant from Forum Funds - Westmorland Dales Day</td> </tr> <tr> <td>J T Atkinson</td> <td>104734</td> <td>£115.20</td> <td>£19.20</td> <td>£96.00</td> <td>Painting supplies</td> </tr> <tr> <td>A Simpson</td> <td>104735</td> <td>£120.00</td> <td>£0.00</td> <td>£120.00</td> <td>Provision of town centre hanging baskets</td> </tr> <tr> <td>Ibex Internet Ltd</td> <td>104736</td> <td>£144.00</td> <td>£24.00</td> <td>£120.00</td> <td>Annual Software Upgrades</td> </tr> <tr> <td>Garry Simpson Grounds Maintenance Ltd</td> <td>104737</td> <td>£2,118.00</td> <td>£353.00</td> <td>£1,765.00</td> <td>Grass cutting contract</td> </tr> <tr> <td>the supermarket online.com</td> <td>104738</td> <td>£69.42</td> <td>£11.57</td> <td>£57.85</td> <td>Stationery</td> </tr> <tr> <td>Kirkby Stephen Community Arts</td> <td>104739</td> <td>£500.00</td> <td>£0.00</td> <td>£500.00</td> <td>grant for children play groups</td> </tr> <tr> <td>Upper Eden Community Interest Company</td> <td>104740</td> <td>£663.00</td> <td>£0.00</td> <td>£663.00</td> <td>Grant from Forum Funds - Westmorland Dales Day</td> </tr> <tr> <td>Total Expenditure</td> <td></td> <td>£10,244.66</td> <td>£449.31</td> <td>£9,795.35</td> <td></td> </tr> <tr> <td>balances remaining</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Street Cleaning</td> <td>£13,608.50</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Open Spaces</td> <td>£7,534.65</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grants</td> <td>£916.88</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administration</td> <td>£10,410.33</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Community & Council Centre</td> <td>£38,361.37</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td>£10,606.48</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cloisters</td> <td>£14.58</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Market</td> <td>£8,483.11</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Allowances</td> <td>£0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Calor Fund</td> <td>£2,515.94</td> <td>£92,451.84</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Recipient	Type of payment	Total Inc VAT	VAT	Net Total	Description	C F Corporate	DD	£175.88	£29.31	£146.57	Printer lease	staff salaries	BACS	£3,258.69	0	£3,258.69	Salaries	HMRC	BACS	£2,767.06	£0.00	£2,767.06	PAYE & NI	Cumbria Classic Coaches	BACS	£140.00	£0.00	£140.00	Deposit for Westmorland Dales Day	System IT	DD	£36.00	£6.00	£30.00	Monthly IT Maintenance	plus net	DD	£37.41	£6.23	£31.18	Phone/Broadband	Upper Eden Community Interest Company	104733	£100.00	£0.00	£100.00	Grant from Forum Funds - Westmorland Dales Day	J T Atkinson	104734	£115.20	£19.20	£96.00	Painting supplies	A Simpson	104735	£120.00	£0.00	£120.00	Provision of town centre hanging baskets	Ibex Internet Ltd	104736	£144.00	£24.00	£120.00	Annual Software Upgrades	Garry Simpson Grounds Maintenance Ltd	104737	£2,118.00	£353.00	£1,765.00	Grass cutting contract	the supermarket online.com	104738	£69.42	£11.57	£57.85	Stationery	Kirkby Stephen Community Arts	104739	£500.00	£0.00	£500.00	grant for children play groups	Upper Eden Community Interest Company	104740	£663.00	£0.00	£663.00	Grant from Forum Funds - Westmorland Dales Day	Total Expenditure		£10,244.66	£449.31	£9,795.35		balances remaining						Street Cleaning	£13,608.50					Open Spaces	£7,534.65					Grants	£916.88					Administration	£10,410.33					Community & Council Centre	£38,361.37					Miscellaneous	£10,606.48					Cloisters	£14.58					Market	£8,483.11					Allowances	£0.00					Calor Fund	£2,515.94	£92,451.84				Clerk
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	<p>Bank Reconciliation Kirkby Stephen Town Council</p> <p>Cashbook</p> <p>Receipts £120,227.62</p> <p>Payments £27,775.78</p> <hr/> <p>Balance carried forward £92,451.84</p>	<p>Bank Accounts</p> <p>Market £9,199.16</p> <p>HICA £88,803.37</p> <p>Current £1,185.99</p> <p>Total £99,188.52</p> <p>deduct uncleared payments £6,736.68</p> <hr/> <p>Total £92,451.84</p>	
455	<p>Correspondence</p> <p>Pad 9 – a thank you card for the donation of £500 was received.</p> <p>Correspondence from Mr. Sunak MP for Richmond (Yorks) was received. Mr. Sunak is campaigning for the Coast to Coast walk to be made an official National Trail. He asked the Council to support the principle of designation and provided a petition for signing. RESOLVED to support the campaign and to complete and return the petition.</p>		Clerk
456	<p>Date of next meeting</p> <p>NOTED the date of the next meeting as Tuesday 6th September 2016. Items for the agenda must be received before Tuesday 30th August.</p>		

The Meeting closed at 8.10pm

Chair:
Date: 06/09/2016