

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 4th October 2016 at 6.45pm.**



Mrs. Jeanette Cooper, Clerk
28th September 2016
Kirkby Stephen Town Council
Local Links, Vicarage Lane
Kirkby Stephen, Cumbria, CA17 4QX
Tel: 017683 74854 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 6th September 2016** as a correct record (copy enclosed)
- A3** To receive **declarations of interest** in respect of items on this agenda.
- A4 Planning**
To consider & comment on the following applications submitted to Eden District for approval:
16/0803 – Potlands House, Full Application. Change of Use from commercial (gymnasium) to residential.
16/0839 – Barn at Faraday Road. Full Application. Change of Use of barn to 2 No. dwellings.
To receive and note the following decisions:
Station Masters House – tree work **granted**
- A5 Carr House NDO**
Tom Woof to make a report on the progress of the NDO. To receive the update and to consider further action as recommended by Mr. Woof.
- A6 563 Service KS, Brough, Appleby – Penrith**
To receive notification from Cumbria County Council that Grand Prix has given notice to cease operation of the 563 service on 11th November
- A7 Town/Church Clock**
To receive an update on the progress of the repair of the town clock.
- A8 Flood Forum**
To receive an invitation to the Flood Forum to be held on Wednesday 9th November 7pm – 9pm at the Friends Meeting House, Kirkby Stephen.
- A9 Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**
- Charter Fair Reading – to note that Mr. Kenneth Morrison will read the Market Charter proclamation on Saturday 29th October at 11am from the Charter Stone.
 - To receive an invitation to attend the Eden Tripartite meeting to be held on 10th October at 7pm in Penrith Town Hall.
 - To receive an invitation to attend the Duke of Edinburgh Presentation Evening to be held on 5th October at 6.45pm in the Coffee Bar, KSGS.
 - Kirkby Stephen Grammar School Presentation Day. To consider sponsoring the Town Council Shield at a cost of £10. To receive an invitation to attend Presentation Day at KSGS on 14th October at 2pm.
- A10 Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**
- To receive a report on activities.
 - To receive a report on progress of a licence arrangement between the Town Council and Cumbria County Council regarding the use of the Local Links building.
 - To receive a report on a meeting held with Janice Wilson, Economic Development Support Officer EDC.
- A11 Portfolio – Community, Cllr. Mr. Richardson**
To receive a report on activities.

A12 Portfolio – Highways, Cllr Mrs. Sowerby

- a. Copy information herewith. To receive a complaint regarding vehicles and signs obstructing the pavement in Market Street
- b. To receive a report on a meeting with Highways held on 28th September.

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

- a. To receive a report on activities
- b. To receive a report on the community litter-pick held on Saturday 24th September.

A14 Portfolio – Property, Cllr Mr. Marsh

To receive a report on recent activities.

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

- a. Copy report herewith. To receive an update on the progress of Christmas Lighting 2016.
 - (i) Risk assessment herewith. To consider and accept the risk assessment.
 - (ii) To consider purchasing three safety barriers to create a barrier around the base of the pole in the Market Square at a cost of £149.98 and to authorise the payment to be made by BACS.
 - (iii) To set the theme for the Christmas window competition, the proposed theme is the Spirit of Christmas
 - (iv) To set a time for the Switch On Event
 - (v) To authorise expenditure for the purchase of glow sticks or similar for children attending the Christmas Switch On
 - (vi) To authorise the Clerk to offer the Christmas Tree package to businesses
- b. To authorise the purchase of cork tiles for the refurbishment of the notice board adjacent to the Mango Tree.

A16 Accounts for payment to be passed

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

A17 Correspondence

Letter of thanks from 1st Ks Scout Group

A18 Date of next meeting

To note the date of the next meeting as Tuesday 1st November 2016. Items for the agenda must be received before Monday 24th October.

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