

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre
on Tuesday 1st November 2016 at 6.45pm**

Present: Mrs. J Johnstone Chair, Mr. A Birtles (AB), Miss G Earl (GE), Mrs. G Lumley (GL), Mr. D Marsh (DM), Mrs. J Sowerby (JS) and Mr. M Walker (MW).

Also in attendance: Clerk, L Bateman, T Ladhams and 5 members of the public

Public Participation

A resident asked that the dead tree, which was taken down on the corner of Fletcher Hill Park/Faraday Road is not replaced. She raised concern about the potential lack of footway lights on Faraday Road as the current lighting is attached to buildings and these will be removed eventually.

Mrs. Craddock asked the Council to consider supporting a request for a 20mph speed limit on Faraday Road, Silver Street and the main street through Kirkby Stephen. She also raised concerns about pedestrian access being impeded on South Road and on parts of Market Street due to vehicles parking over the pavement. Mrs. Craddock asked for more dropped kerbs, particularly within Westgarth.

Cllrs M Walker and J Johnstone advised that they would be testing the PA system prior to it being used at the Remembrance Service on Sunday.

District and County Councillors Participation

TL queried ownership of the Church/Town Clock as he had understood it to be owned by the Town Council.

LB reported that the 563 service operator has agreed to extend the service until the end of the school term in December while efforts are made to secure a service with another provider. One of the difficulties is that there is a national shortage of bus drivers which has, in part, prevented two potential providers from taking over the service. She reported that Cumbria Classic Coaches is to register a Friday Shoppers service on the route. LB reported that she is in talks with other organisations to try to secure an early morning and late evening service for workers and education users.

It was reported that sand and bags have been delivered to Pennine View Caravan Park and a call was made for volunteers. It was agreed to use the Local Links facebook page and twitter feed to help advertise for volunteers.

Community Police

PCSO J Allinson was unable to attend the meeting and there were no matters raised.

500	Apologies for absence Apologies were received and noted from Cllrs. Mrs. Thornton and Mr. Richardson due to annual leave. Noted from V Kendall.	Action
501	Minutes of previous meeting RESOLVED that the minutes of Kirkby Stephen Town Council held on 4 th October (pages 16119-16123) be confirmed as a true record and signed by the Chair.	JJ
502	Declarations of Interests There were no declarations of interest.	
503	Planning RESOLVED that the following applications are received and the Planning Authority advised of the Council's observations as follows: 16/0913 – Full Application: Co-operative Store, Redmayne Road. Installation of new replacement plant condenser, car park alterations including new bollards, new trolley bays, new ramp and handrail from fire exit, shopfront colour change and new cycle racks – It was reported that the cycle racks currently at the Co-op had been donated by the Community and Council Centre, having been originally being given by Kirkby Stephen Primary School, a request to have the cycle racks returned if they were no longer needed at the Co-op has been made by K Bradburn-Sims. The Council queried the need to have bollards in part of the car park which might hinder vehicles towing trailers but did not object to the plan. RESOLVED to accept the application. Planning Appeal – The following application is the subject of an appeal: 37 Market Street, retrospective application for the installation of air conditioning unit to the rear elevation. Copy letter of response to application 15/0903 circulated with the agenda for	Clerk

	information. It was noted that the Council had not submitted an objection to the original application, however, it had made several observations and it was RESOLVED to reiterate these to the Planning Inspector.	
504	<u>Carr House NDO</u> Copy email circulated via email. It was NOTED that Carr House NDO is now the subject of a six week consultation. RESOLVED to ask the Yorkshire Dales National Park Authority who has been consulted and to forward the consultation to the other Upper Eden parishes if they have not yet received it.	Clerk
505	<u>563 Service KS, Brough, Appleby – Penrith</u> It was reported that several people are working on different solutions to the threat of losing the 563 service and it was felt that this would benefit from being pulled together if possible. Cllr GL reported that she has received a report from John Carey for a proposed replacement service which could be administered through the Upper Eden CIC, she agreed to forward the paper to L Bateman, Cllr M Walker and Ann Sandell. RESOLVED to contact A Connell at Appleby to seek an update on his progress to secure the future of the current 563 service. It was noted that the loss of the bus service would have an impact on the ability of the town to meet the criteria to be a key service centre and this would, in turn, impact on the Eden Local Plan.	Clerk
506	<u>Town/Church Clock</u> a. It was reported that members of the Council had met with representatives of the PCC. At the meeting, it had been agreed to launch a fund-raising campaign at the Christmas Lights Switch On event on 25 th November. It was reported that the Church can accept Gift Aid on donations and, as the building is listed, it can reclaim the VAT on the work carried out to reinstate the clock. b. It was agreed to DEFER consideration of future ownership of the clock until January 2017.	GL/ Clerk
507	<u>Cloisters</u> Clerk reported that a price to repair the bell tower had been sought from T A Law. Mr. Gowing has inspected the tower and has reported that the ball has cracked due to the metal cross expanding and contracting. He recommended that the ball and cross are removed, a new ball is made and the items are replaced. He offered to carry out the work on a cost of materials/equipment basis and provide the labour at no charge as a contribution to the town. RESOLVED to thank Mr. Gowing for his kind offer and accept his recommendation. It was agreed to seek a cost for the work that is required.	Clerk
508	<u>Remembrance Service</u> a. RESOLVED to authorise a donation of £20 for a poppy wreath to be laid by the Town Council at the Remembrance Service. b. NOTED an invitation to attend the Remembrance Service at the Church on Sunday 13 th November at the earlier time of 10am. Cllr MW offered to set up the PA system and remain in the Market Square to look after the equipment.	Clerk
509	<u>Christian Head – Public Car Park</u> The Council received notification from Eden District Council that the car park is to be handed back to Cumbria County Council after 31 st March. It was reported that the County Council has not received formal notification from EDC at the time of the Town Council meeting. It was RESOLVED to request a meeting of the relevant officers at EDC and CCC as soon as possible. It was AGREED that the Town Council would require financial assistance if it was to take over the provision.	Clerk
510	<u>Encounter Eden – Proposed Events</u> Copy information circulated with the agenda. This item was DEFERRED to a later meeting while further information and detail on the projects was sought.	
511	<u>Consultations</u> RESOLVED to receive, consider and comment on the following public consultations: a. Proposal to cap precept rises – CALC report circulated with the agenda. Clerk reported that the date for responses had passed. RESOLVED to make a response to CALC to raise the Council's concerns about the implications the proposed cap to precept rises would have on the ability of the Council to continue to carry out its activities in the town. It was noted that several functions have been passed down to parish and town councils in recent years with	Clerk

	<p>further devolution of functions expected such as the car park, public toilets, tourism provision, street lights. The Town Council would not be able to take over these services if it was faced with a referendum to pay for the services. It was agreed to ask who would meet the cost of any referendums held.</p> <p>b. The Future of Healthcare - Copy consultation document distributed previously. The Council thanked Mrs. Paul, a local resident, for working so hard to publicise the consultation meeting held in Kirkby Stephen. The meeting had been very well supported. It was RESOLVED to respond to the consultation document raising concern about the proposals which if adopted will devolve the provision of care into the home but the NHS has only recently opened talks with social care, the Council expressed concern about how the provision of care in homes is to be funded. The difficulty faced by the NHS to recruit staff was acknowledged by the Council. There are concerns about the ambulance service response times which have increased in recent years.</p> <p>c. Boundary Commission for England – Review of Parliamentary Boundaries. Copy consultation document circulated by email. RESOLVED to advise the Boundary Commission that the Town Council accepts the change.</p>	
512	<p><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></p> <p>a. Community and Council Centre Biannual Report circulated with the agenda. The report was received and accepted. Chairman reported that a member of the public had praised the Centre staff for the invaluable help she had received. The staff was thanked for their efforts. Councillors were reminded of the Good Neighbour Scheme and the Get Ready for Winter event.</p> <p>b. Payroll Software, RESOLVED to authorise the Clerk to renew the annual subscription of the payroll software at a cost of approximately £60 for the year.</p> <p>c. RESOLVED to arrange a CALC Councillor refresher training course to take place in February at the Local Links, date to be confirmed.</p> <p>e. Dates of January meetings – RESOLVED to hold the January meeting on Tuesday 10th the Family History Group meet in the Links on the same Tuesday so it may be necessary to hold the Town Council meeting in the upstairs meeting room. The budget meeting will be held on 24th January.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
513	<p><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></p> <p>It was reported that there is to be a meeting with officers from the Yorkshire Dales National Park to investigate what role it can play in the development of the visitor centre and reinvigorating the Community Plan work.</p>	
514	<p><u>Portfolio – Community, Cllr. Mr. Richardson (absent)</u></p> <p>There were no matters raised.</p>	
515	<p><u>Portfolio – Highways, Cllr Mrs. Sowerby</u></p> <p>a. RESOLVED to support a request for dropped kerbs in Westgarth.</p> <p>b. A request for 20mph speed limits to be introduced on Faraday Road, Silver Street and Market Street was considered. RESOLVED to survey speeds on the town's roads. The Council asked whether the removal of street lights will have an impact on the speed limits on those streets affected.</p> <p>c. It was noted that the following have been passed to the Area Stewart for attention Call Ref No: 53/1413799 – for numerous potholes in Mellbecks Call Ref No: 53/1413820 – Blocked water drain on South road in front of The Croglin Hotel Call Ref No: 53/1413829 – Paving Slabs on Market Square.</p>	<p>Clerk</p>
516	<p><u>Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton</u></p> <p>a. It was NOTED that tree work has been carried out in Frank's Bridge. Further tree work is recommended to thin out the trees along the river bank which will assist with river flow during peak flows. RESOLVED to seek funding to assist with the cost.</p> <p>b. RESOLVED to accept an offer from WaW to re-use the knitted flowers in Silver Street Garden or Frank's Bridge. It was agreed that the flower display in Jubilee Park had been a great success. A Sandell was advised that she was welcome to display the flowers where appropriate.</p> <p>c. A request from Against Breast Cancer Ltd. to site a textile recycling bank in Kirkby Stephen</p>	<p>Clerk</p> <p>Clerk</p>

	<p>was given consideration. RESOLVED to decline the request and advise the charity that there are several recycling banks/shops already in Kirkby Stephen and a lack of a suitable location to site a further recycling bank.</p> <p>d. Copy information circulated with the agenda. RESOLVED to accept a proposal from YDNPA to erect a sign on or near to the new National Park boundary on the A685. AGREED to meet with the officer to identify a site for the sign.</p>	Clerk Clerk																																																																																																																																																																																																												
517	<p>Portfolio – Property, Cllr Mr. Marsh</p> <p>Cllr Marsh was thanked for refurbishing the notice board adjacent to the Mango Tree. DM reported that he has kept the metal ends of benches and has plans to create smaller seats where needed.</p>																																																																																																																																																																																																													
518	<p>Portfolio – Tourism & Events Cllr Mr. Walker</p> <p>a. It was reported that a socket has been installed in the north bollard in the Market Square. Authorisation was given to the Clerk to pay the invoice. The work the Christmas Lights team has put into creating the new display was acknowledged and consideration was given to recognising the efforts the team has put in. Lighting has been put into the church yard ready for the switch on, AGREED to purchase additional lights to complete the display. It was reported that Mr. C Simpson is making arrangements to light up the church tower, MW agreed to liaise with him on the timings. It was reported that the kerbstones have been returned to the supplier, authority was given to the Clerk to pay the invoice.</p> <p>b. Copy report circulated with the agenda. A report on the Tourism Summit was RECEIVED and ACCEPTED.</p>	Clerk/ MW																																																																																																																																																																																																												
519	<p>Accounts for payment</p> <p>Clerk reported that a grant of £440 has been received from EDC for Coach Parking. A VAT reclaim for 2015/16 has been submitted to HMRC. The following accounts for payment were approved:</p> <table border="1"> <thead> <tr> <th></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>Recipient</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Staff</td> <td>BACS</td> <td>£432.56</td> <td>£0.00</td> <td>£3,173.95</td> <td>Salaries</td> </tr> <tr> <td>NEST</td> <td>BACS</td> <td>£25.61</td> <td>£0.00</td> <td>£25.61</td> <td>Pension contributions</td> </tr> <tr> <td>plus net system it</td> <td>DD</td> <td>£37.83</td> <td>£6.30</td> <td>£31.53</td> <td>Phone/Broadband</td> </tr> <tr> <td></td> <td>SO</td> <td>£36.00</td> <td>£6.00</td> <td>£30.00</td> <td>Computer Maintenance</td> </tr> <tr> <td>Steven Hodgson Tree Services Ltd</td> <td>104760</td> <td>£1,962.00</td> <td>£327.00</td> <td>£1,635.00</td> <td>Tree Work Franks Bridge</td> </tr> <tr> <td>Garry Simpson (Grounds Maintenance) Ltd</td> <td>104761</td> <td>£2,658.00</td> <td>£443.00</td> <td>£2,215.00</td> <td>Grass Cutting</td> </tr> <tr> <td>J T Atkinson & Sons Ltd</td> <td>104762</td> <td>91.56</td> <td>15.26</td> <td>£76.30</td> <td>Christmas lights & maintenance</td> </tr> <tr> <td>The Supermarket Online. Com Ltd</td> <td>104763</td> <td>£89.05</td> <td>£14.84</td> <td>£74.21</td> <td>Stationery</td> </tr> <tr> <td>Halls Newsagents</td> <td>104764</td> <td>£58.86</td> <td>£0.00</td> <td>£58.86</td> <td>Stationery & Stamps</td> </tr> <tr> <td>N Birtle</td> <td>104765</td> <td>£225.00</td> <td>£0.00</td> <td>£225.00</td> <td>Stenkrith rent</td> </tr> <tr> <td>Zurich Municipal</td> <td>104766</td> <td>£53.25</td> <td>£0.00</td> <td>£53.25</td> <td>Insurance</td> </tr> <tr> <td>The Royal British Legion</td> <td>104767</td> <td>£20.00</td> <td>£0.00</td> <td>£20.00</td> <td>Wreath for Remembrance Sunday</td> </tr> <tr> <td>Total Expenditure</td> <td></td> <td>£5,689.72</td> <td>£812.40</td> <td>£7,618.71</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>£9,746.76</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Open Spaces</td> <td>£3,289.65</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grants</td> <td>£1,036.88</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administration</td> <td>£3,501.36</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Community & Council Centre</td> <td>£31,686.09</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td>£6,546.62</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>£7,660.72</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>£65,998.60</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Bank Reconciliation Kirkby Stephen Town Council</td> </tr> <tr> <td colspan="3">Cashbook</td> <td colspan="3">Bank Accounts</td> </tr> <tr> <td>Receipts</td> <td>£122,142.11</td> <td></td> <td>Market</td> <td>£8,376.77</td> <td></td> </tr> <tr> <td>Payments</td> <td>£56,143.51</td> <td></td> <td>HICA</td> <td>£61,540.25</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Current</td> <td>£1,264.91</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total</td> <td>£71,181.93</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>deduct uncleared payments</td> <td>£5,183.33</td> <td></td> </tr> <tr> <td>Balance carried forward</td> <td>£65,998.60</td> <td></td> <td>Total</td> <td>£65,998.60</td> <td></td> </tr> </tbody> </table>		Type of payment	Total inc VAT	VAT	Net Total	Description	Recipient						Staff	BACS	£432.56	£0.00	£3,173.95	Salaries	NEST	BACS	£25.61	£0.00	£25.61	Pension contributions	plus net system it	DD	£37.83	£6.30	£31.53	Phone/Broadband		SO	£36.00	£6.00	£30.00	Computer Maintenance	Steven Hodgson Tree Services Ltd	104760	£1,962.00	£327.00	£1,635.00	Tree Work Franks Bridge	Garry Simpson (Grounds Maintenance) Ltd	104761	£2,658.00	£443.00	£2,215.00	Grass Cutting	J T Atkinson & Sons Ltd	104762	91.56	15.26	£76.30	Christmas lights & maintenance	The Supermarket Online. Com Ltd	104763	£89.05	£14.84	£74.21	Stationery	Halls Newsagents	104764	£58.86	£0.00	£58.86	Stationery & Stamps	N Birtle	104765	£225.00	£0.00	£225.00	Stenkrith rent	Zurich Municipal	104766	£53.25	£0.00	£53.25	Insurance	The Royal British Legion	104767	£20.00	£0.00	£20.00	Wreath for Remembrance Sunday	Total Expenditure		£5,689.72	£812.40	£7,618.71		balances remaining						Street Cleaning	£9,746.76					Open Spaces	£3,289.65					Grants	£1,036.88					Administration	£3,501.36					Community & Council Centre	£31,686.09					Miscellaneous	£6,546.62					Cloisters	£14.58					Market	£7,660.72					Allowances	£0.00					Calor Fund	£2,515.94	£65,998.60				Bank Reconciliation Kirkby Stephen Town Council						Cashbook			Bank Accounts			Receipts	£122,142.11		Market	£8,376.77		Payments	£56,143.51		HICA	£61,540.25					Current	£1,264.91					Total	£71,181.93					deduct uncleared payments	£5,183.33		Balance carried forward	£65,998.60		Total	£65,998.60		Clerk
	Type of payment	Total inc VAT	VAT	Net Total	Description																																																																																																																																																																																																									
Recipient																																																																																																																																																																																																														
Staff	BACS	£432.56	£0.00	£3,173.95	Salaries																																																																																																																																																																																																									
NEST	BACS	£25.61	£0.00	£25.61	Pension contributions																																																																																																																																																																																																									
plus net system it	DD	£37.83	£6.30	£31.53	Phone/Broadband																																																																																																																																																																																																									
	SO	£36.00	£6.00	£30.00	Computer Maintenance																																																																																																																																																																																																									
Steven Hodgson Tree Services Ltd	104760	£1,962.00	£327.00	£1,635.00	Tree Work Franks Bridge																																																																																																																																																																																																									
Garry Simpson (Grounds Maintenance) Ltd	104761	£2,658.00	£443.00	£2,215.00	Grass Cutting																																																																																																																																																																																																									
J T Atkinson & Sons Ltd	104762	91.56	15.26	£76.30	Christmas lights & maintenance																																																																																																																																																																																																									
The Supermarket Online. Com Ltd	104763	£89.05	£14.84	£74.21	Stationery																																																																																																																																																																																																									
Halls Newsagents	104764	£58.86	£0.00	£58.86	Stationery & Stamps																																																																																																																																																																																																									
N Birtle	104765	£225.00	£0.00	£225.00	Stenkrith rent																																																																																																																																																																																																									
Zurich Municipal	104766	£53.25	£0.00	£53.25	Insurance																																																																																																																																																																																																									
The Royal British Legion	104767	£20.00	£0.00	£20.00	Wreath for Remembrance Sunday																																																																																																																																																																																																									
Total Expenditure		£5,689.72	£812.40	£7,618.71																																																																																																																																																																																																										
balances remaining																																																																																																																																																																																																														
Street Cleaning	£9,746.76																																																																																																																																																																																																													
Open Spaces	£3,289.65																																																																																																																																																																																																													
Grants	£1,036.88																																																																																																																																																																																																													
Administration	£3,501.36																																																																																																																																																																																																													
Community & Council Centre	£31,686.09																																																																																																																																																																																																													
Miscellaneous	£6,546.62																																																																																																																																																																																																													
Cloisters	£14.58																																																																																																																																																																																																													
Market	£7,660.72																																																																																																																																																																																																													
Allowances	£0.00																																																																																																																																																																																																													
Calor Fund	£2,515.94	£65,998.60																																																																																																																																																																																																												
Bank Reconciliation Kirkby Stephen Town Council																																																																																																																																																																																																														
Cashbook			Bank Accounts																																																																																																																																																																																																											
Receipts	£122,142.11		Market	£8,376.77																																																																																																																																																																																																										
Payments	£56,143.51		HICA	£61,540.25																																																																																																																																																																																																										
			Current	£1,264.91																																																																																																																																																																																																										
			Total	£71,181.93																																																																																																																																																																																																										
			deduct uncleared payments	£5,183.33																																																																																																																																																																																																										
Balance carried forward	£65,998.60		Total	£65,998.60																																																																																																																																																																																																										

520	<p><u>Correspondence</u></p> <p>Copy letter circulated with the agenda. Correspondence from Enterprise Inns in response to concerns raised about the long-term sustainability of the Kings Arms was received and noted.</p> <p>Letter of thanks from Kirkby Stephen Grammar School regarding the sponsorship of the Town Council Shield was received and noted.</p> <p>Councillor Mike Tonkin, Chairman of Eden District Council invited members of the Parish to attend his Carol Service which is being held on Monday 12 December 2016 at St Andrew's Church, Penrith at 6.30pm.</p> <p>An invite to the CALC AGM on 12th November was RECEIVED. There was no-one available to attend the meeting. It was agreed to send apologies.</p>	
521	<p>Date of next meeting</p> <p>NOTED the date of the next meeting as Tuesday 6th December 2016. Items for the agenda must be received before Monday 29th November.</p>	

The Meeting closed at 9.10pm

Chair:

Date: 06/12/2016