

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre
on Tuesday 6th December 2016 at 6.45pm**

Present: Mrs. J Johnstone Chair, Mr. A Birtles (AB), Mrs. G Lumley (GL), Mr. P Richardon, Mrs. J Sowerby (JS), Mrs. D Thornton and Mr. M Walker (MW).

Also in attendance: Clerk, T Ladhams, V Kendall and A Keogh Herald Reporter.

Public Participation

The temporary closure of the Post Office was a cause of concern. Clerk reported that the Post Office helpline had been unable to clarify the reason for the closure or the expected date for re-opening the service. A list of other post offices and their opening times had been put together and was available in the Local Links.

District and County Councillors Participation

V Kendall reported that the YDNPA would be holding a planning surgery in Orton. VK reported that she has attended site visits in other parishes with Steve Hastie of the YDNPA regarding the installation of YDNP signs on the National Park boundary and requested to attend the sign meeting taking place on 7th December in Kirkby Stephen, this was agreed.

Community Police

There were no members of the Community Police team in attendance. PCSO J Allinson had been called to an incident and sent her apologies.

522	Apologies for absence Apologies were received and noted from Cllrs. D Marsh due to work commitments and G Earl due to illness. Apologies noted from L Bateman	Action
523	Minutes of previous meeting RESOLVED that the minutes of Kirkby Stephen Town Council held on 1 st November (pages 16124-16128) be confirmed as a true record and signed by the Chair.	JJ
524	Declarations of Interests There were no declarations of interest.	
525	<u>Planning</u> RESOLVED that the following applications are received and the Planning Authority advised of the Council's observations as follows: 16/1000 – Full Application. 22 North Road. Garden room extension to replace existing conservatory. RESOLVED to support the application and recommend that it be approved. 16/0974 – Full Application. 1 Market Square. Alterations to the roof to create offices and erection of an external fire escape / new doorway. RESOLVED to support the application and recommend that it be approved. 16/0998 – Full Application. 21 St. Lukes Road, KS Business Park. Construction of a B1/B2/B8 industrial building. RESOLVED to support the application and recommend that it be approved. Conservation Area – It was reported that a resident has expressed concern about possible planning breaches in the Conservation area and asked if the Town Council would contact properties in the conservation area to remind them of the restrictions. RESOLVED to contact Eden District Council and arrange for an article to be placed in the next newsletter.	Clerk
526	<u>Carr House NDO</u> It was noted that the grant funding period has now ended. The Clerk was authorised to return the £475 unspent grant to Groundworks UK RESOLVED to authorise T Woof to appoint Liz Beth as the independent inspector.	Clerk
527	<u>Town/Church Clock</u> It was reported that the Parish Church Treasurer has confirmed that the clock is listed with the Church and is insured as part of the church. The Town Council is supporting the fund-raising appeal, which was launched on 25 th November. Several events and activities are planned and donations are being accepted at the church and via the Town Clerk. Applications for grant funding have been submitted. A just giving page has been set up and is expected to go live shortly.	
528	<u>563 Service KS, Brough, Appleby – Penrith</u> It was reported that the Friends of the 563 service have met with the operators. L Bateman is also working towards securing a service. The service is due to cease operation on 16 th December. MW advised that many of the parishes on the route have agreed in principle to provide financial	MW

	<p>support to a service, which could raise £10,000 per year. The Council was advised that the Friends of 563 have been made privy to the operating figures and it had shown that as a commercial venture the capital investment needed to continue the service was not justified.</p> <p>RESOLVED to support in principle a proposal to levy £2 per household on the precept.</p>	
529	<p><u>Flood Forum Report</u></p> <p>MW reported on the Flood Forum meeting he attended in Kirkby Stephen in November and advised the Council of the concern expressed that development on the Croglam Park extension needed to consider water flows across the site during planning.</p> <p>It was suggested that the Council should prepare a formal flood action plan and have a strategic store for sand bags. RESOLVED to invite ACT to meet with the Council and invite interested residents to have an input in the plan.</p> <p>As was suggested at the Forum, a request has been included in the newsletter asking residents to clear up leaves and hedge cuttings to prevent them from clogging up surface water drains.</p>	GL/ Clerk
530	<p><u>BT Phone Box Closures – Midland Hill</u></p> <p>It was reported that BT is proposing to remove the phone box from Midland Hill due to low usage; the phone has been used 3 times in the last twelve months. RESOLVED to make no objections to the proposal.</p> <p>It was noted that improved signage of the footpath to the Station is needed. RESOLVED to raise it with Cumbria County Council.</p>	Clerk
531	<p><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></p> <p>a. Local Links – The Council was asked to note that the Community and Council Centre will be expected to contribute towards the costs of the building from 2017. Cllrs AB and JJ are meeting with County Council officers in January.</p> <p>Clerk left the room during consideration of the following item.</p> <p>b. Performance Awards – It was NOTED that staff appraisals have been carried out by the Chairman during November. RESOLVED to award the Clerk £200, the Street Cleaner and Community & Council Centre staff each receive £170 in recognition of their work delivering council services</p>	Clerk
532	<p><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></p> <p>Copy letter from YDNPA circulated with the agenda. Consideration was given to an invitation to attend National Park Parish Forums and which option would suit the parish best. RESOLVED to advise the YDNPA that the Council would like to take part in the initiative and would be happy to join with the Northern forum.</p>	
533	<p><u>Portfolio – Community, Cllr. Mr. Richardson</u></p> <p>a. Information only, not a Town Council activity. Cllr Richardson advised that the British Heart Foundation has a scheme offering de-fibrillators and he had applied for one on behalf of the sports hall.</p> <p>b. Swimming Pool Consultation letter from KSGS circulated with the agenda. Cllr Birtles advised the Council that a parent had spoken to him to ask if there was any prospect of encouraging community participation to save the pool. AGREED to publicise the proposal further before making a response at the January meeting.</p>	
534	<p><u>Portfolio – Highways, Cllr Mrs. Sowerby</u></p> <p>a. It was reported that there are two lights not working in the public car park. Clerk to chase up.</p> <p>b. Market Square flags – Cumbria County Council has informed the Clerk that the Market Square was passed back to the Town Council on completion of the Enhancement Scheme in 2007/08, therefore, the flags are the responsibility of the Town Council to repair. Clerk advised that she has written to D Spence at CCC, the officer involved in the Enhancement scheme, to ask if the flags are under warranty.</p>	Clerk
535	<p><u>Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton</u></p> <p>RESOLVED to accept a quote of £1120 to lay the hedge at Edensyde and to authorise the work to be carried out. Clerk to apply for a burning licence to burn the waste on site.</p>	Clerk

536	Portfolio – Property, Cllr Mr. Marsh Cllr Marsh was absent from the meeting, no matters were raised in his absence.																																																																																																																																																																																																																															
537	Portfolio – Tourism & Events Cllr Mr. Walker a. Cllr Walker reported on the successful Christmas lights event held on 25 th November. It was reported that new Christmas lights display has been well received. b. The Council was invited to place an advert in the Yorkshire Dales National Park Authorities new look visitor guide 2017 at a minimum cost of £145 + VAT. RESOLVED to decline the invite as it was not appropriate to the Council activities.																																																																																																																																																																																																																															
538	<p>Accounts for payment The following accounts for payment were approved:</p> <table border="1"> <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>Staff</td> <td>BACS</td> <td>£3,268.15</td> <td>£0.00</td> <td>£3,268.15</td> <td>Salaries</td> </tr> <tr> <td>NEST</td> <td>BACS</td> <td>£27.04</td> <td>£0.00</td> <td>£27.04</td> <td>Pension contributions</td> </tr> <tr> <td>A Alderson</td> <td>104768</td> <td>£90.00</td> <td>£0.00</td> <td>£90.00</td> <td>Electric socket</td> </tr> <tr> <td>WPS Supplies Ltd</td> <td>104769</td> <td>75.5</td> <td>£12.58</td> <td>£62.92</td> <td>Christmas equipment</td> </tr> <tr> <td>J Cooper</td> <td>104770</td> <td>64.98</td> <td>£0.00</td> <td>£64.98</td> <td>Christmas equipment</td> </tr> <tr> <td>Moneysoft Limited</td> <td>104771</td> <td>£72.00</td> <td>£12.00</td> <td>£60.00</td> <td>Payroll software</td> </tr> <tr> <td>J T 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540	Date of next meeting NOTED the date of the next meeting as Tuesday 10 th January 2017. Items for the agenda must be received before Tuesday 3 rd January.																																																																																																																																																																																																																															

The Meeting closed at 8.15pm

Chair:

Date: 10/01/2017