

## KIRKBY STEPHEN TOWN COUNCIL

Town Councillors are hereby summonsed to a meeting of the Council to be held in the **Local Links Meeting Room** on **Tuesday 25<sup>th</sup> April at 6.45pm.**



Mrs. Jeanette Cooper, Clerk  
**19<sup>th</sup> April 2017**

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 thirty 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 4<sup>th</sup> April 2017** 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:**

**17/0263 – Outline Application. WHITEHOUSE FARM, HIGH STREET.** Outline permission for residential development with access, all other matters reserved.

#### **Tree Preservation Orders:**

No. 182 2017 – Land alongside Bloody Bones Lane

No. 183 2017 – Grey Gables

No. 184 2017 – Land to the east of White House Farm

**To receive and note the following decisions:** None received – 19<sup>th</sup> April

#### **A5 Vacancy – Co-option**

To note the vacancy and aim to fill it by co-option as soon as possible.

#### **A6 Stoneshot Public Toilets**

To receive a report on complaints regarding the upkeep of the toilets and to receive an update of progress to resolve the issues from Eden District Council.

#### **A7 Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**

a. Community & Council Centre. Copy report herewith. To receive and consider the biannual report.

b. To receive a report on activities.

#### **A8 Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**

To receive an update on activities.

#### **A9 Portfolio – Community, Cllr. Mr. Richardson**

Appleby Horse Fair – To consider raising any concerns/comments with MASCg prior to the commencement of the fair e.g. the Kings Arms is not going to be open and, therefore, will not be available for horses to be moved to, a resident has asked for no horses to be allowed on the High Street/Market Street in line with the measures in the centre of Appleby.

To provide representation for the public drop in sessions to be held 30<sup>th</sup> May – 11<sup>th</sup> June, 10am – 11 am in the Police Station.

#### **A10 Portfolio – Highways, Cllr Mrs. Sowerby**

a. To consider supporting a request for a disabled parking bay outside the Pharmacy on High Street.

b. To consider authorising a sign for Christian Head car park at a cost of £395 reflective, £250 non reflective + £28 for clamps.

Proposed wording of the sign: PUBLIC CAR PARK, FREE PARKING, No HGV's or Livestock Trailers, No overnight camping or caravans, Kirkby Stephen Town Council – Tel: 017683 74854

#### **A11 Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton**

a. To authorise the replacement of fence posts on the boundary of Edensyde at a cost of approximately £40 for materials plus labour.

- b. Yorkshire Dales National Park – to receive a letter regarding the responsibilities of the YDNP in relation to rights of way. To authorise the Clerk to liaise with Walkers are Welcome over the ten path priorities for the area.

**A12 Portfolio – Property, Cllr Mr. Marsh**

To receive an update on activities

**A13 Portfolio – Tourism & Events, Cllr. Mr. Walker**

- a. To receive an update on activities.
- b. Wainwright Coast to Coast Promotion – copy letter herewith. To receive and consider correspondence asking for promotion and marketing of the Coast to Coast walk.

**A14 Policy documents, Risk Assessment and Financial Regulations**

- a. To review the Council's policy documents. Copies available to view at <http://www.kirkby-stephen.com/index.php/town-council/policy-documents>. Hard copy available to view in the Clerk's Office.
- b. Copy risk assessment herewith. To consider, amend if necessary and adopt the risk assessment.
- c. Copy list herewith. To review the list of authorised BACS, Standing Orders and Direct Debit payments

**A15 Grants and Donations**

- a. To receive and consider a request for a grant towards the purchase of a new classroom at Kirkby Stephen Primary School
- b. To receive and consider a request for a grant towards the running costs of Kirkby Stephen Guides and Brownies.

**A16 Year End Accounts and Approval of the Annual Governance Statement**

Copy draft year end accounts and the Annual Governance Statement herewith. To receive and approve the Annual Governance Statement.

**A17 Accounts for payment to be passed**

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

**A18 Correspondence**

To receive correspondence from Mrs. A Thornton.

To receive correspondence from R Stewart MP

**A19 Date of next meeting**

Annual Electors meeting and AGM on Tuesday 16<sup>th</sup> May, items for the agenda must be received by 8<sup>th</sup> May.

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