

2 March 2021, Kirkby Stephen Town Council

Ordinary Meeting

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX

Tel. 017683 74854 | Clerk@kirkby-stephen.com | www.kirkbystephen.com

Via Zoom video conference at 6:45pm

Attending: Cllrs. P Richardson, A Birtles, M Walker, D Thornton, C Lynch, G Wren, R Girvan, C Barnes (Clerk), Z Bromfield (Minutes Secretary)

Cllr P Dew (CCC/EDC) & two members of the public.

Public Participation,

None

Participation of Councillor P Dew. (CCC/EDC)

Appleby Horse Fair. Cllr Dew reported on a recent meeting of the Multi-Agency Strategic Co-ordination Group (MASCg). It had been agreed at the meeting that the Appleby Horse fair usually held on the first weekend in June would be cancelled in 2021 owing to the current lockdown restrictions that forbade substantial gatherings of people owing to public health requirements related to the Covid 19 Pandemic. In anticipation of the gradual relaxation of restrictions Group members had discussed the idea of holding a fair type event later in the year that would allow gypsy/travellers to meet for an event in Appleby. Suggestions for dates would come to a future meeting of MASCg.

Westmorland Dales Bus. It was hoped that the Westmorland Dales bus (currently suspended) would also return to service and it was intended that the Westmorland Dales Bus would operate a replacement service on Tuesdays for the discontinued Penrith Bus.

Council Tax 2021/22. Cllr Dew reported on the County & District Council's decision to increase Council Tax commenting that he had opposed the increases and opposed the principle of an increase at this time.

Kirkby Stephen Youth Centre. Cllr Dew thanked the Town Clerk for taking a proactive approach on this project.

Participation of Police (None)

20/126 **Apologies.** Cllr S Lancaster (illness)

20/127 **Declarations of Pecuniary Interest.** (None)

20/128 **Minutes.**

The Chairman was authorised to sign the Minutes of the meeting held on 2 February 2021 as a true record.

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20/129 **Window Wanderland**

Cllr Lynch reported that he has been working with Kirkby Stephen Community Arts and Highlights to formally launch the project next week. Packs are being put together with materials, a list of designs and guidance for people on how to make a decoration. They are also hoping to talk to local primary schools to see if they would like to contribute. Johnstone's Garage, the Visitors Centre, The White Hare Café, Enhance and Mini Eden have all signed up to join in, and a local artist employed to assist with the project will be helping them with their designs. The design at the Visitors Centre or the one at Johnstone's Garage will be dedicated to our late Chairman, Joan Johnstone. The aim is for some of the displays to be ready to coincide with the 'Festival of Light', also being organised by KSCA and Highlights, on the evening of 20th March when lanterns will be lit locally. Mini Eden will also be hosting a free drinks evening over 2 nights.

20/130 **Jubilee Park**

The Clerk confirmed that, following the meeting held on 17 February, the bid for the Jubilee Park management plan project has now been submitted, it was agreed that a copy would be provided to Councillors. The proposal to hold a Westmorland Dales Day event which features in the bid is in question owing to restrictions related to the Coronavirus pandemic, Consultant Maria Luczak recommended proceeding with the bid, and organising an alternative event to substitute for Westmorland Dales Day when Covid 19 restrictions allow.

A Jubilee Park Committee was appointed consisting of Cllrs Wren, Lancaster, Thornton and Richardson, along with 2 co-opted members – A Taylor and K Lynch.

It is anticipated that as the management plan project progresses a 'Friends of Jubilee Park' group would be established who could also assist with the delivery of the project and the longer-term well-being of Jubilee Park.

Cllr Lynch reported that there may be the potential to apply to the Yorkshire Dales National Park Authority for a 'Covid' related grant to use for funding for this project, or the Evergreen Building project, and will look into it.

20/131 **Consultation on a Unitary Authority for Cumbria**

Councillors looked at the maps prepared by Cllr Walker, showing the four possibilities being proposed for a Unitary Authority. Cumbria Association of Local Councils would arrange a briefing on what would be involved with each of the four options, with an advocate for each of the four positions setting out their case. The Clerk would circulate details and it was agreed to consider and respond to the matter on a future date prior to the close of the consultation.

20/132 **Edensyde**

The Clerk delivered an update regarding the tree works undertaken at the area since the last meeting. Trees which had been earmarked for removal had been felled, rather than dug up and re-planted elsewhere, as this would have disturbed the roots of the trees which were to remain. The machinery required to chip the trees had not been able to access the site as the ground was too muddy, however it was AGREED that this would be done when possible. Remaining timber of scale would be left on site to form habitat. It should not be necessary to carry out further works for another 10 years.

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The Clerk reported that the previous and first Management Plan for the site had covered a period of the first five years of the council's ownership and was out of date. Planting had been implemented by the Rotary Club and those involved in the initial planting had been consulted on the management works before they were carried out. Litter from the forecourt of the garage on the adjacent A685 had been observed over a period of time and attracted a number of complaints most recently from the 'Village Verges' group. The Clerk recommended a new Management Plan to set out the long-term aims for the site and feed in to maintenance and budget plans. Interpretation on site would include a seating area and map of the area, so those who like to use the area know what the intentions are.

It was AGREED that the Clerk should seek quotes for replacement gates, repairs to the steps and investigate the possibility for improving disabled access to the site together with the provision of a new litterbin adjacent to the informal entrance near the forecourt.

20/133 Joan Johnstone

Cllr Richardson requested that ideas for a suitable commemoration for Joan were decided by next month, He intended to contact the family after that to confirm what ideas they favoured. Cllr Lynch reported that he mentioned some of the options being discussed to the family. They had been in favour of the Lady Anne Statue being dedicated to Joan, along with the land outside the Visitors Centre being called 'Joan Johnstone's Place'. The Clerk reported that Diane Lawrenson, who had designed the statue, had rung him to also suggest the Statue be dedicated in Joan's memory.

20/134 Review of Documents 2020 2021. Risk Register.

The revised Risk Register was approved.

20/135 Review of Documents 2020 2021. Asset Register.

The clerk reported draft revisions to the asset register for approval as follows:

1. A/20/0001, the addition of 'Lady Anne's Way' by Diane Lawrenson at a total commissioned/purchase cost of £14,493. In line with the council's valuation policy adopted on the 6 November 2018 minute ref 18/100 the value declared for the purpose of the Asset Register will be £14,493 (Purchase Cost). The Sculpture was installed on and insured from the 24th September 2020 at a value of £16,500 which will be index linked by the council's insurers.

2. Revisions to A/19/Schedule 5, Street Furniture revising the listing to correspond with the photographic survey of the town's benches carried out (2020) in advance of the bench walks initiative as follows: Line 1 2019/2020 register from 'Benches' 17 No., to 2021 register 'Wood Plastic & Stone Benches' 12 No.. & Line 2 2019/2020 register from 'Metal Seats' 20 No., to 2021 register 'Metal and Wood Benches 30 No. In line with the council's valuation policy each bench is valued at £1 for the purpose of inclusion on the Asset Register with a revised insurance value based on replacement cost of £600 (subject to a £100 excess). A sum of £25,200 in all. As a result of the survey an additional 5 benches have been added to the register.

These changes have an implication for the Annual Governance and Accountability Return and an 'explanation of variance' corresponding to this minute will be required for the External Auditor. Fixed Assets (box 9 ON THE Annual Accounting Statement) will show an increase in proxy rather than insurance value from £10,280 to £24,828.

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20/136 **Finance**

Receipts and payments up to 28th February were approved including forward approval in principle of regular/budgeted payments, Salaries, PAYE & NIC. The bank reconciliation was presented and approved with a closing balance of £98,017.76.

<https://www.kirkby-stephen.com/app/uploads/20210301-February-Bank-Rec-Payments-for-Approval.pdf>

20/137 **Portfolios.**

1.Administration (None)

2.Community Planning (None)

3.Community (None)

4.Highways Cllr Walker reported that he has been approached by the Community Railway Partnership regarding improvements which could be made to Kirkby Stephen Railway Station. The following suggestions were made on which Cllr Walker will report back:

- Staycation Express operating again this Summer
- More/faster trains, to meet connections to e.g. Manchester Airport, Edinburgh
- Transport to the station
- Better use of the building
- Installation of toilets
- Electric Trikes/Bikes for hire at station
- Carpool (as at Oxenholme Station)

5.Open Spaces A faulty light was reported on the lane down to Mill Gardens. After much discussion it was suggested that the lamp post was believed to be on private property, and therefore it was likely that no provision had been made for its future use, following the transfer of the maintenance of the lights to KSTC from EDC. It was suggested that Cllr Richardson meet with the property owner to discuss the matter further. Reports of severe potholes were also reported for that area. It was believed that the issue may have already been reported to Highways, however Cllr Dew will follow this up.

6.Property (None)

7.Tourism & Events (None)

Portfolios The Chair raised the subject of reviewing the portfolios to ensure that they meet the current needs of the Town Council. It was suggested that new portfolios could be introduced, whilst some are possibly no longer needed, or need updating. Councillors were asked to give this some consideration and respond to the Chairman with their suggestions.

Date of Next Meeting 13 April 2021 Ordinary Meeting.

<ends 8.30pm>

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Chairman

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Date

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