

## 06 July 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](http://www.kirkbystephen.com)

At Upper Eden Rugby Club, Pennine Park, Westgarth Road, Kirkby Stephen at 6:45pm

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**Attending:** Cllrs. P Richardson (Chairman), A Birtles (Vice Chairman), M Walker, D Thornton, C Lynch, G Wren, S Lancaster, C Barnes (Clerk), Z Bromfield (Minutes Secretary)

Cllr P Dew (CCC/EDC)

#### **Public Participation,**

K Bradburn-Sims, for discussion regarding Agenda item 14.

Cllr Walker had received a report regarding fly-tipping in Westgarth Court. Flytipping was the responsibility of Eden District Council.

Cllr Lancaster had received reports regarding CCTV cables, which will be discussed during Agenda item 13.

#### **Participation of District & County Councillors**

##### **Cllr. S Lancaster (EDC)**

EDC are preparing for local government reorganisation. The One Eden Project has been put on hold for the time-being, and it has not yet been decided what will happen with the 3 buildings EDC now own. Cllr Andy Connell was elected as chairman at the Annual Meeting, with Cllr Doug Banks as Vice-Chairman.

YDNPA have again elected Neil Heseltine as chairman and Julie Quinn as vice chair for the next year. Cllr Lancaster felt they had done a very good job and was therefore happy to support them for another year.

Cllr Lancaster has contacted EDC to request them to support the NVT with free bin bags, for the dog bin, as she recognises what a valuable service they are doing, and feels EDC should support this. She was also happy to confirm that the recycling route around the Crescent has been changed so that it no longer coincides with school drop off times

##### **Cllr. P Dew (CCC/EDC).**

Cllr Dew raised the issue of the filling in of the railway bridge at Gt Musgrave, which has made national news. Cllr Dew reflected the disappointment of many people including the Heritage Railway who had hoped one day to reopen the line from Kirkby Stephen to Appleby, via Warcop. This had been allowed to happen without any planning permission, and carried out to save the £5,000 which was needed to repair pointing.

Cllr Dew had had a meeting with Emily Kitching, the Public Liaison Officer (Highways England) & Community Liaison Group, regarding the dualling of the A66. He had discussed the route near Warcop, and had also discussed the need to upgrade the A685, which will suffer a lot of additional traffic whilst the roadworks are being undertaken.

Cllr Dew urged the Town Council to write to request earmarking of funds by Highways England to upgrade the road and install a foot and cycle path as part of the cost of the

dualling of the A66. He felt that this was the only means available to realise the level of investment the foot and cycle paths would require.

Westmorland Dales Bus – Cllr Dew volunteers as a driver for the Kirkby Stephen to Penrith service on a Tuesday. Up to 10 people were now able to use the bus at one time, he urged more people to support & use the bus to ensure the service continues.

The Library is now open on 3 days – Mondays, Wednesdays and Saturday mornings.

Kirkby Stephen Grammar School – he has written regarding the increase in charges for school transport.

Highways – Cllr Dew had a meeting with the Eden Traffic Management Officer and had discussed various issues including recess parking bays on Market Street near the traffic lights, a temporary SID to be installed on South Road, along with a traffic assessment there at various times, a safety audit to be undertaken regarding the pedestrian crossing, parking at Kirkby Stephen Primary School and the Crescent, and resident only parking on North Road. He is also looking at wheelchair access around the town.

Kirkby Stephen Youth Centre (Agenda item 17)- £4,000 has already been received which can be used to set up the Charity and Charity Bank account, and £12K has been approved by the leader of the Council and will arrive shortly.

Appleby Fair (Agenda item 8). Cllr Dew referred to the letter the Town Council had written to the MASCG, and the reply they had received from the chair, Les Clark. He raised the issue that as the MASCG took responsibility for moving the fair to August they should also take responsibility for compensating local business for any loss of trade associated with the fair. He also raised concerns that although the RSPCA are now reported as coming to the fair, they will be in Kirkby Stephen from 6<sup>th</sup> – 8<sup>th</sup> August, and the fair is not due to take place until the 12<sup>th</sup>. He is concerned that the MASCG have not made plans to mitigate the impact that the closure of Watter Yat to fairgoers will have on the A685 and stressed that MASCG need to make plans for this year and other years to mitigate displacement from this site. He expressed concern that it will take a fatality on the A685 before the MASCG will actually act on this need.

21/033 **Welcome & Apologies.**

Apologies were received from Cllr Murray who was attending a funeral.

21/034 **To receive any Declarations of Pecuniary Interest.**

NONE

21/035 **Minutes**

The Chairman was authorised to sign the draft minutes of the three meetings held on the 4th May 2021 as a true record, the record of the 'Meeting of Councillors' held on 10 June 2021 was noted.

21/036 **Planning.**

21/0521 Site address: LAND OFF APPLEBY ROAD, KIRKBY STEPHEN CA17 4PE.  
Description: Outline application for the erection of a dwelling, with all matters reserved. It was AGREED to maintain SUPPORT for the application 'in principle' subject to the planning authority being satisfied with the provision of a Flood Risk

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Assessment and a demonstration of how flood risk could be satisfactorily mitigated. The council will be responding to the Partial Review of the Local Plan suggesting that Solar Panels or other Energy Efficiency Measures are imposed as a condition of planning consents going forward. A condition to this effect is sought from the planning authority on any consent given.

21/037 **Planning**

21/0513: Site address: 25 MARKET SQUARE, KIRKBY STEPHEN CA17 4QT. Description: Listed Building Consent for replacement of existing external entrance doors. Councillors SUPPORTED the principle of the application and indicated a strong preference for Scheme A.

21/038 **Planning**

Eden District Council, Local Plan (Partial Review) Consultation, Closing date 9 August 2021. Councillors discussed this at the meeting and decided to recommend the following:

1. Developers to be required to build energy efficient housing to a recognised standard and to be designed to incorporate the use of solar panels or another appropriate form of low/zero carbon energy.
2. Off road parking for 2.4 cars to be provided.
3. Installation of charging points for electric cars.
4. Review provision of Community Infrastructure Levy and its direction towards the subsidy of Public Transport.
5. Currently operating Heritage Railways to be reviewed as a means of delivering sustainable public transport/commercial service to be hi-lighted for the future (this point was not included in the Local Plan, however it was agreed it needs to be addressed in the future).

21/039 **Street Naming Consultation**

The names proposed by Maytree Construction were 'Academy Close' or 'Pitch Place', to acknowledge the site's previous use as a school playing field. Of the two options presented Councillors preferred Academy Close but felt that the naming could have more historical and local relevance. Following discussion at length it was AGREED that the Clerk would write to suggest that the names of the school's sporting house names of Wharton, Harcla and Musgrave should be used instead. These names had originally been adopted by the school as they were the names of important historical figures in the area.

21/040 **Appleby Fair**

The Councillors discussed the reply the Council had received from Les Clark, Chairman of the MASCG, to the letter sent by Kirkby Stephen Town Council. Councillors did not feel that the reply addressed the concerns raised in KSTC's original letter regarding the MASCG setting a date for the fair. It was felt that some fairgoers would have come anyway on a reduced basis to preserve the custom of attending, but by naming a later date in August large numbers were effectively being summoned. Local residents and businesses will be affected as a consequence. Cllr Dew reported that as the elected representative on the MASCG he had voted against the proposal, but the MASCG had decided to go ahead anyway. It was AGREED that the Clerk would write to the MASCG to ask what preparations they have made to mitigate the loss of Watter Yat as an encampment (Cllr Dew noted that this had not been included on the agenda for

the next MASCG meeting to be held the following night). The Clerk was also asked to write to seek a formal consultation in Autumn (when MASCG review their past year and start their planning for the next fair). The Fair next year coincides with the celebration of the Queen's Platinum Jubilee. Cllr Dew had already raised this clash with the MASCG.

21/041 **Devolution of Services**

The Clerk referred to the letter received from Les Clark in response to the letter sent by KSTC regarding the impact on the Council of the cancellation of Devolution of Services and the standing (incomplete) of each devolution project. He had requesting that the issue of a commercial rent being charged to the Upper Eden Visitors Centre be urgently reviewed and suspended as the continuing operation of the centre was in jeopardy. Les Clark had agreed to look at it as a matter of urgency, there has been no further action on the issue from Eden since the 12<sup>th</sup> May. It was AGREED that the Clerk would write again, it was noted that the first meeting of the Scrutiny Committee was planned for 15<sup>th</sup> July. The Clerk confirmed that he had also sent a recent reminder to EDC reminding them that the street lights have still not been properly finished.

21/042 **Kirkby Stephen Post Office Services.**

The Clerk read a brief prepared statement as follows:  
"Michael Girvan of Girvan's flower shop is still the Post Master of Kirkby Stephen Post Office but for health reasons the branch is currently closed. We are informed by Girvan's that Post Office Ltd are aware of the circumstances surrounding the closure. Girvan's have approached other businesses in the area and asked if they could run the Post Office service on an interim basis but without success. It is hoped that with the agreement of all parties a service can be provided in the Town in the near future".

Representatives of the council had spoken to the Regional Manager and the Manager of Appleby Post Office, a number of potential locations in town had been discussed for the operation of a temporary outreach service similar to the service operating at Brough until a permanent solution could be negotiated.

Councillors would receive an update as soon as one was available.

A number of letters/emails regarding the absence of Post Office Services had been received and the clerk would reply to them with this update.

21/043 **Westmorland Dales Interpretation.**

It was AGREED that interpretation boards proposed by the Westmorland Dales would be best sited where the Town Council notice board is currently located outside the Visitors Centre and that this should include a panel to provide information and interpretation of Lady Anne's Way by Diane Lawrenson. The Town Council official notice board would need to be re-located, probably to Kirkby Stephen Local Links (subject to planning consent). The Clerk will also look at the general state of repair of the public notice board at the Mango Tree.

21/044 **Grants & Subscriptions**

1. A £250 donation towards the cost of a footbridge bridge restoration, Kirkby Stephen East had been proposed at the last meeting and this was AGREED.
2. A request for a donation towards a programme of restoration of Eden's Viaducts, Northern Viaduct Trust had been requested and it was AGREED to match this to the footbridge grant of £250.

21/045 **CCTV.**

A contribution of £800 towards the provision of CCTV cameras in Kirkby Stephen was agreed and a prospective offer of assistance with decommissioning costs of the cabled network from the Leader Eden District Council was fully SUPPORTED by all the Councillors.

21/046 **Area Planning Cumbria County Council**

The Council are aware of concerns that there is currently no business support group. The meeting was attended by Kellie Bradburn-Sims who advised on the Area Planning Group which was formed in 2019, and the Business Support Forum which had been set up in the area in 2017. Funding for both have now finished. The Chairman stated that the Town Council's role would be to encourage a group to be formed, and could support it with a little bit of funding, however it should not be responsible for the group. It was AGREED Kellie Bradburn-Sims would meet with Cllrs Lynch, Lancaster and Birtles to discuss ideas regarding setting up of a support group across the Upper Eden Area to support all local businesses not just those on the High Street, The group will report back to the Town Council.

21/047 **Finance**

1. The bank reconciliation to the end of April 2021 as restated was approved, with a closing balance of £180,352.85 <https://www.kirkby-stephen.com/app/uploads/20210504-April-Rec-Transactions-Restated.pdf>
2. The bank reconciliation to the end of May 2021 was approved with a closing balance of £175,165.55. <https://www.kirkby-stephen.com/app/uploads/20210607-May-Bank-Rec-Transactions.pdf>
3. Receipts and payments up to 30<sup>th</sup> June 2021 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 £167,318.42. <https://www.kirkby-stephen.com/app/uploads/20210705-June-Bank-Rec-Transactions.pdf>

21/048 **Finance**

The 1st Quarter Budget monitor was approved. <https://www.kirkby-stephen.com/app/uploads/20210705-Budget-Monitor.pdf>

The balance of the restricted fund dedicated to Kirkby Stephen Youth Centre of £6,206 was from 2 grants by KSTC of £1,500 + CCC grant of £4,000, totalling £7,000 income, less £500 Surveyor's costs and utility bills. A discrete budget monitor would be developed as the project proceeded that would include a statement regarding source and application of funds.

21/049 **Portfolios**

1. **Town Council Administration.** The Clerk confirmed that his CILCA studies have now been resumed, and he will be continuing with these as had been agreed with the Council previously. The Local Links will be refurbished during

the summer, with the Clerk moving into the Community Room. The desks will be reorganised, and the public access computers moved. The Community Room will also be redecorated.

2. **Community Planning.** The Devolution of Assets, and the situation of the Upper Eden Visitors Centre was raised again, The CIC is currently in deficit moving forward.
3. **Community.** Kirkby Stephen Youth Centre – Naomi Parker, Treasurer KSYC, is beginning to draft a lottery bid to cover the capital works proposed by the surveyor and agreed by the project group. The Clerk is expecting to see a draft of the bid shortly. The Clerk will work with her to complete the bid and prepare for submission to the Lottery. Full council approval will be required for this to proceed. Cllr Birtles has submitted an application for Charitable Status under the name ‘The Evergreen Community Trust’. This means that the Charity now has an application number 5180172 which can be used in the preparation of funding bids.
4. **Highways.** Cllr Dew covered this in his update at the start of the meeting.
5. **Open Spaces.** Maria Luczac has presented her draft proposals for a management plan to the Chairman and the Clerk, the Zoning Exercise and the proposed programme of work over 5 years are very well judged. The draft management plan is expected in the next few weeks, which can then be passed onto the project group. The Clerk asked for special thanks to be noted to Vivienne Littlefair for all her hard work looking back over United Charities minutes to identify the connection between the Town Council and United Charities with respect to Jubilee Park and Toaves Allotments. This information would be useful in order to prepare a first registration of title to the Park. Special thanks were due to Ian & Rachael Gowing, in relation to the footpath over their land which may be available to help form a new entry to the park creating a walking circuit and potentially increasing the number of visitors to the park.
6. **Property.** The Clerk confirmed a ‘property’ heading has now been included in the budget.
7. **Tourism & Events.** A 3-day Forest School Project in Jubilee Park 20/21/22 July (Kirkby Stephen Community Arts with Stomping Ground) was approved.
8. The Queen’s Platinum Jubilee, June 2022 – Beacons were suggested to mark the occasion – The Church Roof and Nine Standards were considered as possible locations. It was agreed to look into this, and to start thinking about other ways to celebrate. An existing beacon was situated at Christian Head and this could be lit for the occasion.

Date of Next Meeting was confirmed as 7 September 2021, at the Rugby Club again. Meeting ends <8.45>.

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**Chairman**

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**Date**

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