

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX  
Tel. 017683 74854 | [clerk@kirkby-stephen.com](mailto:clerk@kirkby-stephen.com) | [www.kirkby-stephen.com](http://www.kirkby-stephen.com)  
Starting at 6.45 at Upper Eden Rugby Club, Pennine Park, Westgarth Rd, Kirkby Stephen. CA17 4TF

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## 14 September 2021, Ordinary Meeting of the Town Council

The business to be transacted is:

### **Public Participation**

Allocation of five minutes for members of the public to raise issues, questions or comments.

### **District and County Councillors Participation**

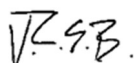
Allocation of five minutes for District and County Councillors to raise issues, questions or comments.

### **Participation of the Police**

Allocation of five minutes for the Community Police team to raise issues, questions or comments.

## **AGENDA**

- 1. Apologies & Welcomes**
- 2. Declarations of Pecuniary Interest**      To receive any Declarations of Pecuniary Interest.
- 3. Minutes**      To authorise the Chairman to sign the draft minutes of the meeting held on the 6<sup>th</sup> July 2021 as a true record (attached).
- 4. Co-option**      To co-opt to the vacancy caused by the resignation of Rachael Girvan. (attached).
- 5. Planning**      21/0744 Site address: THE DENE, ROWGATE KIRKBY STEPHEN CA17 4SR. Description: Proposed extension and re-modelling of bungalow.
- 6. Planning**      21/0614 Site address: BUILDING TO THE REAR OF THE TAGGY MAN, 4 MARKET STREET KIRKBY STEPHEN, CA17 4QS  
Description: Refurbishment to facilitate re-occupation of former lodgings building to create letting accommodation for the benefit of the current public house.
- 7. Jubilee Park**      To receive a final draft of the management plan for Jubilee Park for adoption. (attached) Lead Councillor Grace Wren.



Mr Christian Barnes MA (Clerk)  
8 September 2021

8. **Kirkby Stephen Market Place & Cloisters First Registration of Title.** To receive a report on Kirkby Stephen Market Place and to consider and approve recommendations for first registration of title. (attached)
9. **Evergreen Building & Kirkby Stephen Youth Centre.**
1. To receive an update on the application for Charitable Status and to discuss issues raised by the Charity Commission in respect of trusteeship and finance with a view to resubmitting an amended application.
  2. To receive and approve statement of funds to the end of August (attached).
10. **Appleby Fair** To consider issues arising during Phase 1 of Appleby Fair in Kirkby Stephen.
11. **Finance**
1. To receive and approve the bank reconciliation to the end of July and August 2021 (attachments).
  2. To approve and ratify receipts and payments (up to the end of the last month –July and August) to include forward approval in principle of regular/budgeted payments, Salaries, PAYE & NIC.
12. **Finance** To receive and approve the restated 1<sup>st</sup> Quarter Budget monitor (attached).
13. **Audit (2020/21) Conclusion.**
1. To receive and note the Notice of Conclusion of Audit 2020/21 (attached)
  2. To receive and consider the External Auditor’s Report (Agar Section 3) 2020/21 (attached)
14. **Portfolios**
1. Town Council Administration. (Area Planning update - Transport Audit and Carpark Signage, Yorkshire dales Forum 13 October. Newsletter.)
  2. Community Planning.
  3. Community. (Sandbags in anticipation of flooding at Pennine Park, Post Office update, CCTV update & Christmas Tree)
  4. Highways. (A66 Consultation at Kirkby Stephen Social Club 13/14 October & Market Place 27 September (10am-3pm)
  5. Open Spaces. (Branches in Stenkrith)
  6. Property.
  7. Tourism & Events. (Settle and Carlisle Railway Community Rail Partnership update)
15. **Dates for your Diary**
1. 11 September 2021. 12:00 Memorial Service for Joan Johnstone at Kirkby Stephen Parish Church.
  2. 5 October 2021. Ordinary Meeting.
  3. A66 Consultation Events. 13 & 14 October 2021. Kirkby Stephen Sports and Social Club. Market Place 27 September (10am-3pm).

