KIRKBY STEPHEN
TOWN COUNCIL

Ordinary Meeting (Agenda)

Kirkby Stephen Town Council, Local Links, Vicarage Lane,
Kirkby Stephen, Cumbria, CA17 4QX
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13 October 2026, Ordinary Meeting upstairs at Local Links @ 18:45.

The business to be transacted is:

Public Participation.
Allocation of five minutes each for members of the public to raise issues, questions or Comments (maximum 15 minutes).

Westmorland & Furness Councillors Participation (5 Minutes each)
Allocation of five minutes for W&F 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 if present.

AGENDA

1	**Apologies & Welcomes**	
2	**Declarations** Councillors are reminded of the need to maintain their register of interests.	1. To declare any personal interests in items on the agenda and their nature. 2. To declare any prejudicial interests in items on the agenda and their nature. Councillors with pecuniary interests must leave the meeting for discussion of the relevant items. 3. To make any requests for dispensation.
3	**Exclusion of Press and Public**	To decide whether there are any items of business which require exclusion of the press and public.
4	**Minutes**	To authorise the Chairman to sign the draft minutes of meetings as a true record and approve recommendations as follows: 1. Ordinary Meeting, 8 September 2026 (attached) 2. Planning Committee, 17 September 2026 (attached) 3. Planning Committee, 29 September 2026 (attached) 4. Planning Committee, 8 October 2026 (cancelled)
5	**Council Vacancy**	To consider two expressions of interest for the vacancy on the council. Steve Ellis (attached) & Mark Harling (attached)
6	**IT Policy and Website**	Report (attached) It Policy & Fee Proposal (attached)
7	**BT Openreach**	1. Proposed relocation of Telegraph Pole at Franks Bridge. wayleave for approval – email fwd. 7 October 2026

Mr Christian Barnes MA (Clerk)
07 October 2026

2. To note correspondence from Friends of the Lake District and MP Tim Farron - emails fwd. 7 October 2026
3. Consideration of costs of reinstatement estimated at £1,150 – email fwd. 7 October 2026

8 National Highways Update & Briefing on J 38 Stakeholder Engagement Meeting meeting 29 September 2026.

9 Clerk's Report To discuss and resolve any issues raised (attached)

10 Portfolios & Projects To discuss and resolve as per the following.

Portfolio 2023 27	**Cllr**	**Plan ref**	**Project Lead. Plan 2023 27**	**Agenda**
Community Planning	Birtles, Alex	15, 12.	Community Planning	
Highways, Travel & Transport	Waite, Adrian	9, 10, 18.	Appleby Horse Fair	Response to W&F over discussion of Market Place changes (Email fwd. 7 October 2026).
Economy & Community	Lancaster, Sandy	3, 8, 11.	(Play provision)	Animal Encounter for Xmas Lights switch on. £520.
Property, Open Spaces & Parks	Taylor, Anne	2, 5.	Town Centre Enhancements.	Volker Rail Social Value Volunteers (10 September 2026) Tree Risk Report Hills Bottom (attached) Tree Risk Report Stenkrith (attached)
	Wren, Grace	1.	Jubilee Park	
Town Council Admin.	Richardson, Paul (Chairman) & Birtles, Alex	3,14, 15, 16, 17, 19.	Administration, Events, Silver Street Gardens, Advocacy Sewage & Pollution; Health & Social Care	
	Murray, John	13	Children & Young People	
	Whole Council	20	Communication and Engagement	

11 Finance

1. To receive and approve schedules of receipts and payments up to the end of September 2026 to include forward approval 'in principle' of regular/budgeted payments, Salaries, PAYE & NIC (attached).
2. To note bank reconciliation to the end of September 2026 (attached).

JC.S.B.

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3. To note that the 2nd Qtr. Budget Monitor will be presented to the next meeting.

12 External Audit

1. To note the report of the External Auditor (attached)
2. To note the publication of the Notice of Conclusion of Audit (attached)

13 Next Meetings

1. 29 October 2026, Planning
2. 5 November 2026, Planning
3. 10 November2026, Ordinary Meeting
4. 16 November 2026, Finance Committee
5. 26 November 2026, Planning

PART 2

14 Staffing Matters

1. To authorise the payment of Green Book and NJC pay increases in line with contracts of employment.
2. Other.

After the close of the meeting there will be an opportunity for discussion and information sharing.

CSB.

Mr Christian Barnes MA (Clerk)
07 October 2026