KIRKBY STEPHEN
TOWN COUNCIL

Ordinary Meeting (Agenda)

Kirkby Stephen Town Council, Local Links, Vicarage Lane,
Kirkby Stephen, Cumbria, CA17 4QX
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10 November 2026, Ordinary Meeting upstairs at Local Links after the Annual Meeting of the Jubilee Park Charity @ 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, 13 October 2026 (attached) 2. Ordinary Meeting, 13 October 2026 (confidential minute. email fwd. 4/11/2026) 3. Planning Committee, Cancelled.
5	**Extended Roadworks** (Cllr Richardson)	To consider the cumulative impact of extended roadworks both A66 and M6 (J38) and agree action.
6	**Emergency Planning** (Cllr Ellis)	'Should KSTC act to develop a local Emergency Contingency Plan in the event of serious and prolonged disruption nationwide to water/food/fuel/electricity supply, bus/train cessation, no

C.S.B.

Mr Christian Barnes MA (Clerk)
4 November 2026

internet, even no hard-wire telephone lines?'

7 Town Crier Proposal (Cllr Ellis)

1. That the Town Council create a new position, the Kirkby Stephen Honorary Town Crier[i]
2. That the Town Council names Kenneth Morrison as the first Kirkby Stephen Honorary Town Crier.

8 Events Co-ordinator Proposal (Cllr Taylor) To nominate Cllr Ellis as 'Events Co-ordinator' to agree a remit.

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	Settle Carlisle Line Statistics.
Economy & Community	Lancaster, Sandy	3, 8, 11.	(Play provision)	To approve the principle that a planning application for a pump track be submitted by KSTC on land within Hartley Parish on behalf of the organising group (clerk to action). The council will be reimbursed.
Property, Open Spaces & Parks	Taylor, Anne	2, 5.	Town Centre Enhancements.	Tree Risk Report Christian Head (attached) Tree Risk Report, Edensyde (attached) Tree Risk Management works 5-year schedule of recommended works (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	Newsletter update (Steve Ellis)

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11	**Finance**	1. To receive and approve schedules of receipts and payments up to the end of October 2026 to include forward approval 'in principle' of regular/budgeted payments, Salaries, PAYE & NIC (attached). 2. To receive and approve the bank reconciliation to the end of October 2026 (attached). 3. To receive and approve an amended 1st Qtr. Budget Monitor (attached). 4. To receive and approve an amended 2nd Qtr. Budget Monitor (attached).
12	**Planning**	2026/2006/TPO The Franklyn Group Ltd Stobars Hall Waitby KIRKBY STEPHEN CA17 4HD Works to tree(s) subject to TPO No. 05 comprising 2 x beech trees - reduce by 3m.
13	**Planning**	2026/1920/FPA Barn at Faraday Road Kirkby Stephen CA17 4AU Conversion of three agricultural buildings to form single dwellinghouse.
14	**Next Meetings**	1. 16 November 2026, Finance Committee 2. 26 November 2026, Planning 3. 3 December 2026, Planning 4. 8 December 2026, Ordinary Meeting

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

[i] Note: this unpaid appointment would enhance the historical importance of the town while providing another attraction, a focal point, for tourists and residents at key local events, such as the Loki Festival, Westmorland Dales Festival and the annual reading of the Market Charter.

CSB.

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