

## KIRKBY STEPHEN TOWN COUNCIL

Town Councillors are hereby summonsed to a meeting of the Council to be held in the Local Links Meeting Room on Tuesday 5<sup>th</sup> December at 6.45pm.



Mrs. Jeanette Cooper, Clerk  
**27<sup>th</sup> November 2017**

*Kirkby Stephen Town Council*  
*Local Links, Vicarage Lane*

*Kirkby Stephen, Cumbria, CA17 4QX*

*Tel: 017683 74854 [ccc@kirkbystephen.f9.co.uk](mailto:ccc@kirkbystephen.f9.co.uk)*

### **AGENDA**

#### **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.

#### **Community Policeman**

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

**A1 Apologies** - To receive and record with reason, any **apologies for absence**

**A2** To **confirm the minutes of the meeting held on 7<sup>th</sup> November 2017** as a correct record (copy enclosed)

**A3** To receive **declarations of interest** in respect of items on this agenda.

#### **A4 Planning**

**To consider & comment on the following applications submitted to Eden District for approval:**

- 17/0922 – Land off Kirkby Stephen Grammar School. Kirkby Stephen – Outline application for residential development with all matters reserved

**Copy report herewith. To give further consideration to the following applications taking into account information received:**

- 17/0885 – Skywalk House, South Road. Proposed change of use of training room and storage to form 2 flats on the first floor – update on request for parking detail – the Planning officer has asked the applicant to respond, no further information received 27/11/17
- 17/0907 – Garage/Lock up Croft Street – Demolition of garage and erection of two dwellings. No parking details were submitted with the application – to consider the response from Cumbria County Council in respect of this application, see report.
- 17/0923 – Pennine View Caravan Park. Proposed change of use of former goods shed to events barn including external alterations. Information supplied by the applicant, see report.

**To note the following decisions:**

- 17/0811 – Skelcies Hall, **approved**

#### **A5 Eden Local Plan**

To receive, if any, an update on the Eden Local Plan.

#### **A6 Affordable Housing**

To nominate a representative to be involved/informed of the project as it progresses to allow feedback to the Town Council.

#### **A7 Devolution of Services from Eden District Council**

Copy information herewith. To receive and consider the information received and to decide what action to take.

#### **A8 Independent Shops in Kirkby Stephen**

Copy letter herewith. To receive and respond to a complaint about charity shops selling new items and competing against existing retailers in the town.

#### **A9 Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**

- a. C&CC – copy biannual report herewith. To receive and note the biannual report.
- b. Performance Awards - To note that staff appraisals have been carried out by the Chairman during November. To consider awarding the staff a performance award in recognition of their work delivering council services (Clerk will leave the room during the discussion of this item)
- c. Meeting dates – to consider meeting dates for 2018  
9<sup>th</sup> January, 9<sup>th</sup> January, 23<sup>rd</sup> January—Precept/Budget meeting, 6<sup>th</sup> February, 6<sup>th</sup> March,  
3<sup>rd</sup> or 10<sup>th</sup> April, 1<sup>st</sup> or 8<sup>th</sup> May, 5<sup>th</sup> June, 3<sup>rd</sup> July, August—No meeting planned, 4<sup>th</sup> September  
2<sup>nd</sup> October, 6<sup>th</sup> November, 4<sup>th</sup> December

- d. Payroll Software, to authorise the Clerk to renew the annual subscription of the payroll software at a cost of £65 + VAT for the year, to authorise a BACs payment.
- e. Local Governance Review - copy survey circulated by email. To complete the survey.
- f. Parliamentary Boundary Commission consultation on proposals for new constituency boundaries in Cumbria – to consider submitting comments on the consultation. NB. There is no change to the boundary proposed for the Westmorland & Lonsdale constituency, which the Town Council supported being part of.

**A10 Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**

- a. To formally agree to support the sculpture project and hold monies received. To receive an update on progress of the project and take action as necessary.
- b. To receive an update on activities.

**A11 Portfolio – Community, Cllr Mr. Richardson**

- a. To receive an update on activities.
- b. To appoint representation to attend a meeting with H Aitken, ACT regarding the preparation of an emergency response plan.

**A12 Portfolio – Highways, Cllr Mrs. Sowerby**

To receive an update on activities.

**A13 Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton**

- a. To formally request a litter bin to be placed at the Croglam Lane/Rowgate junction.
- b. Bollam Lane footpath damage – to note the damage caused by the heavy rain on 22<sup>nd</sup> November. To consider making a complaint to Cumbria County Council and asking for an investigation of why the repairs have been unsuccessful.

**A14 Portfolio – Property, Cllr Mr. Marsh**

To receive an update on activities.

**A15 Portfolio – Tourism & Events, Cllr. Mr. Walker**

- a. To consider providing financial support of the S5 service,
- b. Traffic Survey – to receive an update and consider any further action.

**A16 Accounts for payment to be passed**

To approve the accounts for payment, list to be circulated at the meeting.

**A17 External Auditor**

To note that the PFK Littlejohn LLP have been appointed as the Auditor for Cumbria 2017-2022, fee expected to be £400 per year.

**A18 Correspondence**

- None received as of 27<sup>th</sup> November 2017

**A19 Date of next meeting**

To note the date of the next meeting as Tuesday 9<sup>th</sup> January at 6.45pm, items for the agenda to be received by 2<sup>nd</sup> January.

***Supporting documents and correspondence, except for confidential reports and correspondence, are available to view in the Community & Council Centre.***