

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 5th September at 6.45pm.



Mrs. Jeanette Cooper, Clerk
25th August 2017

Kirkby Stephen Town Council
Local Links, Vicarage Lane

Kirkby Stephen, Cumbria, CA17 4QX

Tel: 017683 74854 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 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 18th July 2017** as a correct record (copy enclosed)
- A3** To receive **declarations of interest** in respect of items on this agenda.
- A4 Robin Hooper, Chief Executive, Eden District Council**
To welcome Robin Hooper to the meeting and raise matters regarding Eden District Council.
- A5 Devolution and Transfer of Assets**
Copy letter herewith. To receive and consider correspondence from Eden District Council regarding the removal of services after 2022.
- A6 Planning**
To consider & comment on the following applications submitted to Eden District for approval:
17/0676 – Full application. Bryson's Bakery 37 Market Street. Retrospective application for retention of air conditioning unit to rear of bakery with planted mitigation feature.
17/0503 – Full application. Cricket Ground, single storey extension to tool shed.
17/0683 – 18-20 Market Street. Change of use from shops (Class A1) to shop, restaurants and cafes (Class A3).
- A7 Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**
- Accounts package – to authorise the Clerk to sign up to a month's trial with Scribe, an accountancy software package specifically designed for local councils. To authorise the Clerk to enter into an agreement with Scribe if the system is appropriate for the Council's needs. The annual cost of the package is £347.
 - To authorise the purchase of a replacement desktop computer for the Clerk's use at an approximate cost of £502.12 + VAT.
 - Community and Council Centre – to note that the C&CC has entered a new three-year photocopier lease at a cost of £48.85 per month collected by Direct Debit quarterly.
 - To note that the BACS daily payment limit has been increased to £4,000.
 - Reform of data protection legislation – General Data Protection Regulation and Data Protection Bill – to note the reform and to prepare for the changes which come into force on 25th May 2018. CALC is to offer training sessions in late autumn/early spring.
 - Councillor Training – To authorise expenditure to meet the costs of training courses offered by CALC to Councillors and Officers.
- A8 Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**
To receive an update on activities.
- A9 Portfolio – Community, Cllr. Mr. Richardson**
To receive an update on activities
- A10 Portfolio – Highways, Cllr Mrs. Sowerby**
- To consider a request for additional signage to the public toilets and the car park.
 - Podgill Bridge – to receive notification that Podgill Bridge is to be repaired in the near future.
- A11 Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton**
To receive an update on activities.

A12 Portfolio – Property, Cllr Mr. Marsh

To receive an update on activities.

A13 Portfolio – Tourism & Events, Cllr. Mr. Walker

- a. To receive an update on activities.
- b. To consider entering into a coach parking arrangement with Harrison & Hetherington (no invitation has been received at the time of issuing the agenda, however, the existing agreement is due to end shortly) annual cost expected to be £825 + VAT. To authorise the Clerk to sign the agreement on behalf of the Town Council.
- c. To confirm arrangements for the Christmas lights switch on and associated events:
 - i) To consider offering a Christmas Tree package to businesses
 - ii) To consider arranging a window competition and picking a theme.

A14 Accounts for payment to be passed

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

A15 Correspondence

Copy letter with response herewith. To note correspondence received from A Metcalfe and to consider any further action.

Autumn Parish Forum of the YDNPA 11th September 7pm in the People's Hall Sedbergh.

A16 Date of next meeting

To note the date of the next meeting as Tuesday 3rd October at 6.45pm, items for the agenda to be received by 25th September.

Supporting documents and correspondence, with the exception of confidential reports and correspondence, are available to view in the Community & Council Centre.