

## 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 6<sup>th</sup> June at 6.45pm.



Mrs. Jeanette Cooper, Clerk  
31<sup>st</sup> May 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 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 extraordinary meeting held on 23<sup>rd</sup> May 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:**  
17/0394 – Caravan Park, Station Road. Full application. Proposed change of use of 8 no. touring pitches to 8 no. static pitches/camping pods.  
**To receive and note the following decisions:** None received –
- A5 **Complaint about the Eden Local Plan Open Day held by the Town Council 27<sup>th</sup> March 2017**  
Copy letter herewith. To receive and consider a complaint 'that Mr. T Woof (Prospus) failed to make a declaration of interest in the Open Day on March 27 2017, regarding the Eden Local Plan 2014-2032 and his proposed amended sites plan'.
- A6 **Traffic Survey**  
To consider how to progress an offer from volunteers to help to carry out a traffic survey in the town.
- A7 **Vacancy – Co-option**  
To note the vacancy and aim to fill it by co-option as soon as possible.
- A8 **Portfolio Report – Town Council Administration Cllr Mrs. Johnstone**  
a. To consider purchasing a second hand reception desk for the Community Room at a cost of £350 + £90 delivery fee.  
b. CALC – to report on a meeting held with CALC regarding Devolution of Services from Eden District Council to Kirkby Stephen
- A9 **Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley**  
To receive an update on activities.  
YDNP Management Plan – Copy letter and questionnaire herewith. To consider an invitation to be part of a National Park Management Plan Forum and to complete a questionnaire.
- A10 **Portfolio – Community, Cllr. Mr. Richardson**  
To receive an update on activities
- A11 **Portfolio – Highways, Cllr Mrs. Sowerby**  
To receive an update on activities.
- A12 **Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton**  
To authorise G Simpson, Grounds Maintenance to include cutting the grass at the car park at an additional cost of £200 + VAT.
- A13 **Portfolio – Property, Cllr Mr. Marsh**  
To receive an update on activities
- A14 **Portfolio – Tourism & Events, Cllr. Mr. Walker**  
a. To receive an update on activities.  
b. Coach Parking Advertisement – to consider an invitation to place an advertisement in the 2018 CDC Tourism Yearbook at a cost of £155+VAT

- A15** **Grants and Donations**  
PAD9 – to receive and consider a request for a grant towards running costs. *NB. There is a fund of £1,000 in the budget for Youth Work*
- A16** **Annual Accounts 2016/17**  
Copy herewith. To approve the annual accounts. To note that the internal auditor has carried out an audit of the accounts and has not raised any matters of concern.
- A17** **Annual Return 2016/17 - Approval of the Accountancy Statement**  
Copy Accountancy Statement herewith. To receive and approve the Accountancy Statement, section 2.
- A18** **Accounts for payment to be passed**  
To approve the accounts for payment, list to be circulated at the meeting.
- A19** **Correspondence**  
To receive and consider items of correspondence from:  
Mr. Fisher  
Mrs. Hennigan  
Mr. Filby  
Kirkby Stephen Cricket Club
- A20** **Date of next meeting**  
To note the date of the next meeting as Tuesday 18<sup>th</sup> July at 6.45pm, items for the agenda to be received by 11<sup>th</sup> July.

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