

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre  
on Tuesday 6<sup>th</sup> February 2018 at 6.45pm**

**Present:** Cllr. J Johnstone Chair (JJ), Cllrs Mr. A Birtles (AB), Mr. D Gilmour (DG), Mrs. G Lumley (7.10pm) (GL), Mr. D Marsh (DM), Mr. P Richardson (PR), Mrs. J Sowerby (JS), Mrs. D Thornton (DT) and Mr. M Walker (MW).

Also in attendance: Clerk, Herald Reporter, T Ladhams, P Dew and 7 members of the public

**Public Participation**

The Council was thanked for its letter of response in respect of the recent consultation for the Eden Local Plan.

Littering was raised as an issue of concern. It was agreed to consider the matter under open spaces.

**District & County Councillors**

It was reported that Eden Cllr. Val Kendall is holding a ward surgery in the Local Links between 4pm and 6pm on 6<sup>th</sup> March.

Cllr T Ladhams reported that waste and recycling is under review at the District Council and he would report back to the Council on the outcome of that review.

County Cllr P Dew reported on his activity during the last month. A copy report is displayed in the Local Links.

**Community Police**

The Community Police were not in attendance and there were no matters raised. A report on recent Police activities was circulated to Councillors.

792	<b>Apologies for absence</b> - Apologies were accepted from Cllr D Gilmour due to illness. Apologies from V Kendall and T Ladhams were noted.	Action
793	<b>Minutes of previous meeting</b> <b>RESOLVED</b> that the minutes of Kirkby Stephen Town Council held on 23 <sup>rd</sup> January (pages 18191-18192) be confirmed as a true record and signed by the Chair.	JJ
794	<b>Declarations of Interest</b> – Cllr Birtles declared an interest in planning item 18/0039.	
795	<b><u>Dementia Friendly Communities</u></b> A presentation from Jackie Dodd, Public Health and Communities Team regarding how a community can set up a Dementia Action Alliance was received. Margaret Irving and Judith Woof were also in attendance and contributed to the presentation. A local resident has asked about setting up a Dementia Action Alliance in the area with the aim of making the town dementia friendly. It was agreed to co-ordinate a meeting of interested parties through the Community and Council Centre.	
796	<b><u>Planning</u></b> <b>RESOLVED</b> to submit responses to the Planning Authority in respect of the following planning applications: <ul style="list-style-type: none"> <li>• 18/0039 – Land off Christian Head. Modification of S106 agreement in respect of occupation of market housing and contribution towards school transport. <b>RESOLVED</b> to support the application and recommend approval.</li> <li>• 18/0045 – Land at Levens House Farm. Variation of condition 2 (Plans Compliance) to substitute house types and to vary condition 3 (Surface Water Drainage) by layout attached to approval 16/1089. . <b>RESOLVED</b> to support the application and recommend approval.</li> <li>• 18/0017 – HSBC Bank Market Street. Change of use from former bank to café (A3). <b>RESOLVED</b> to support the application and recommend approval.</li> </ul> <p>The following decision notice was received and noted:</p> <ul style="list-style-type: none"> <li>• 17/0907 – Croft Street, <b>approved</b></li> </ul>	Clerk
797	<b><u>Community Affordable Housing - Prospus</u></b> Cllr Gilmour reported that an application for grant funding from Eden District Council has been unsuccessful. Alternative funding providers for the study work are being sought. Cllr Birtles confirmed that the housing needs survey will be carried out by the Upper Eden Community Plan group.	

798	<p><b><u>Carr House Neighbourhood Development Order</u></b>  <b>NOTED</b> that the referendum on the Carr House Neighbourhood Development Order for the Upper Eden Neighbourhood Plan area is taking place on Thursday 22<sup>nd</sup> February. A leaflet detailing the order has been produced by the applicant (at his own cost) and an open morning is to be held at Carr House on the morning of 17<sup>th</sup> February.</p>	
799	<p><b><u>Devolution of Services from Eden District Council</u></b></p> <p>a) <b>Footway lights</b> – a request for a replacement footway light at Westbrook/Croglam Lane was received. A resident of Westbrook has reported an increase in antisocial behaviour against her property since the removal of the footway light that was attached to her property. The Council also considered the installation of a footway light at the roadside of Faraday Road between the path that links the car park to the town centre. The Council was reminded of a donation of £800 that has been offered towards the replacement cost of a light in this location.  <b>RESOLVED</b> to make a request to Eden District Council for additional funding to meet the cost of replacing these two lights and to offer £800 towards the cost.</p> <p>Clerk reported that a Deed of Gift of Chattels has been received, however, NALC has made a recommendation to Councils not to sign the contract as it is their opinion that the contract needs revision. The Council accepted this recommendation.</p> <p>b) <b>Public Toilets</b> – There was no update. It was agreed to contact P Brunson to ask for a progress report.</p> <p>c) <b>Play areas</b> – Cllr Walker reported that he had received a quote in excess of £8,431 for the provision of a metal fence with gate at the play area located at KS Primary School. A cost for a wooden fence is to follow. <b>RESOLVED</b> to go back to Eden District Council and advise it that the Town Council will only consider taking over the provision of this play area if the play equipment is in a reasonable condition and that appropriate measures are taken to ensure that the play area is fenced adequately to satisfy safe-guarding concerns of the Primary School.</p>	Clerk
800	<p><b><u>Community Emergency Planning</u></b>  Cllr Walker reported that a second meeting has been held and a group set up to draw up an Emergency Plan for Kirkby Stephen. The group is currently identifying volunteers and is focussing on flooding for the time-being. Cllr Walker is identifying risks.</p>	
801	<p><b><u>Cumbria Classic Commercial Vehicle Rally</u></b></p> <p>a) Copy information circulated with the agenda. It was noted that the event is under new management with Encounter Eden Ltd. <b>RESOLVED</b> to make a grant of £300 towards the running costs of the event, it was further <b>RESOLVED</b> to allow Encounter Eden to use the Market Square, Cloisters and Market Street areas for the hosting of stalls and exhibits.</p> <p>b) Consultation – Eden District Council Licencing  <b>RESOLVED</b> to write to EDC in support of an application from Encounter Eden for a Street Trading Consent for trading on the 31<sup>st</sup> March and 1<sup>st</sup> April in Market Street and Market Square.</p>	Clerk  Clerk
802	<p><b><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></b>  Clerk Recruitment – Following a successful interview, Mr. Christian Barnes was offered the post of Clerk/RFO. Mr. Barnes attended the meeting to observe proceedings and was introduced to the Town Council. It was agreed to discuss additional information relating to the appointment of Mr. Barnes in Part Two, excluding press and public for the discussion of information considered to be sensitive and confidential, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (2).</p>	
803	<p><b><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></b></p> <p>a) Lady Anne Sculpture – Cllr Birtles reported that the project is progressing.</p> <p>b) Upper Eden Community Plan – Cllr Birtles reported that the UE Community Plan consultation was scheduled to go live from 9<sup>th</sup> February.</p> <p>c) Community Sports Association – Cllr Birtles reported that Eden District Council has backed off from the level of funding it had suggested might be available from it for the replacement of the astroturf. Initial discussions with Eden Officers and Councillors had given an indication that it was looking favourably at a request for £150,000 and it was this amount that had been worked into the business plan. However, at a recent meeting with Eden representatives the group was informed that Eden is now proposing a new fund of £300,000 for all the parishes in Eden and there is a suggestion that there will be a cap of £50,000 for any one parish.</p>	AB AB  Clerk



	C&W Herald	BACS	£207.12	£34.52	£172.60	Job advert		
	Plusnet	DD	£64.62	£10.77	£53.85	Phone/Broadband		
	Cumbria CVS	BACS	£10.50	£0.00	£10.50	Good Neighbour DBS		
	System IT	DD	£36.00	£6.00	£30.00	Computer maintenance		
	Diversified Business Communications Ltd	104880	£186.00	£31.00	£155.00	Coach parking advert		
	North West Arb Ltd	104881	£354.00	£59.00	£295.00	Car park gardening		
	Nest	BACS	£32.71	£0.00	£32.71	Pension January		
	J Fothergill	104882	£15.00	£0.00	£15.00	Good Neighbour Expenses		
	J Popple	104883	£248.00	£0.00	£248.00	Bus shelter cleaning/Christmas tree package		
	System IT	BACS	£139.26	£23.21	£116.05	Antivirus renewal		
	CBS Electrical Ltd	BACS	£129.43	£21.57	£107.86	Street light repair, silver st		
	1st KS Scout Group	104884	£550.00	£0.00	£550.00	Brittleton Bursary		
	J Harrison	104885	£50.00	£0.00	£50.00	Brittleton Bursary		
	Halls Newsagents	104886	£33.42	£0.68	£32.74	Stamps and stationery		
	Eden District Council	DD	£274.00	£0.00	£274.00	Car park rates		
	Balances Remaining							
	Street Cleaning		£5,517.86					
	Open Spaces		£2,218.87					
	Grants		£2,329.88					
	Administration		£2,393.06					
	Community & Council Centre		£24,274.08					
	Miscellaneous		£4,500.29					
	Cloisters		£449.79					
	Market		£8,094.09					
	Allowances		£0.00					
	Calor Fund		£2,015.94					
	Total		<u>£51,793.86</u>					
	<b><u>Bank Reconciliation Kirkby Stephen Town Council</u></b>							
	<b><u>Cashbook</u></b>			<b><u>Bank Accounts</u></b>				
	Receipts		£129,388.45	Market		£8,771.14		
	Payments		£77,594.59	HICA		£43,938.66		
				Current		£846.88		
				<b>Total</b>		<b>£53,556.68</b>		
				deduct uncleared payments		£1,762.82		
	<b>Balance carried forward</b>		<b>£51,793.86</b>	<b>Total</b>		<b>£51,793.86</b>		
810	<b><u>Correspondence</u></b>							
	Thank you card received from Kenneth Morrison for the book token.							
811	<b><u>Date of next meeting</u></b> - NOTED the date of the next meeting as Tuesday 6 <sup>th</sup> March at 6.45pm							
812	<b><u>Part Two – RESOLVED</u></b> to exclude press and public from the meeting during consideration of the following item, which required the discussion of information considered to be sensitive and confidential, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (2).							
813	<b><u>Clerk Recruitment</u></b>							
	The terms and conditions of the role were discussed with Mr. Barnes in preparation for his commencement of employment with the Town Council.							

The Meeting closed at 8.40pm

Chair:.....  
Date: 6<sup>th</sup> March 2018