

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre
on Tuesday 5th December 2017 at 6.45pm**

Present: Cllr. J Johnstone Chair (JJ), Cllrs Mr. A Birtles (AB), Mr. D Gilmour (DG), Mrs. G Lumley (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, P Dew and 4 members of the public

Public Participation

- A query was raised in regards to the information provided by Prospus in the Mutual Ownership Housing paper presented to the Council during the 7th November meeting. It was recommended that the resident raises the query directly with Prospus.
- Support was voiced for the inclusion of bungalows on the site, land off KSGS.
- It was suggested that storm drains are needed in Nateby Road.
- It was reported that the road surface at Levens Close is washing into Mellbecks. It was agreed to report the damage to Highways.
- It was reported that the traffic light timings at the Nateby Road junction are causing difficulties at school times as the traffic lights give priority to traffic on the A685. Clerk advised the Council that the new equipment on the traffic lights is for broadband connection and allows monitoring of the lights for faults. CCC is investigating using the equipment to assist with traffic flow at busy times and will report back if it is possible in the new year.
- It was reported that Muriel Thornton has retired from her role with Eden District Council as the cleaner of the Stoneshot public toilets. The Council thanked Mrs. Thornton for the many years of service she has given and wished her well in her retirement.
- It was noted that the missing kerbstone in front of the Post Office has been reported again to Highways for replacement.

District & County Councillors

P Dew reported on matters he has attended to as County Councillor for Kirkby Stephen. A copy of his report is available to view in the Local Links and a summary of items raised below:

- Bollards outside the Visitor Centre – confirmation needed of the location and type of bollard requested
- Flooding – flood water over-topped the culvert in the caravan park on 22nd November. Additional sand and bags were required which were provided by Mr. Gowing and helped to prevent further problems. The culvert is not big enough and investigations continue into how Highways can help improve the situation.
- Eden Local Committee has discussed the possibility of CAB providing an outreach session in Kirkby Stephen.
- Caritas Care clinic has lost its funding. Mr. Dew is investigating additional financial support.

Community Police

The Community Police were not in attendance and there were no matters raised. Reports on Police activities were submitted by the PCSO and circulated to Councillors for information.

750	Apologies for absence - Apologies were noted from V Kendall.	Action
751	Minutes of previous meeting RESOLVED that the minutes of Kirkby Stephen Town Council held on 7 th November (pages 17178-17181) be confirmed as a true record and signed by the Chair.	JJ
752	Declarations of Interest - There were no Declarations of Interests	
753	Planning <ul style="list-style-type: none"> • 17/0922 – Land off Kirkby Stephen Grammar School. Kirkby Stephen – Outline application for residential development with all matters reserved <p>It was noted that the land had been identified as a possible housing development site in the town plan as it is well placed for accessing the local shops and amenities including the health centre. The Council encouraged any future developer to include bungalows on the site as this type of dwelling is in demand and caters to an aging population.</p> <p>The Council noted that access to the site will need to be considered carefully at the appropriate planning stage as it is located next to a tricky junction from which the B6260 and C3057 converge with Christian Head. At the point of the junction is the access for Kirkby Stephen Grammar school and the Mountain Rescue site. In light of the developments in this area there is a high need to address the difficulties that this junction presents.</p>	Clerk

	<p>The Town Council noted that the sale of the land for housing will benefit Kirkby Stephen Grammar School with the proceeds being spent on the sports facilities at the school. The Council supported this action as, not only will it be of benefit to the school, it will also benefit the local community as the sports facilities are used by many local organisations.</p> <p>RESOLVED to support the application and recommend its approval.</p> <p>It was agreed to write to the Grammar School to advise it that there is an expectation from the Town Council that a significant proportion of the money gained from the sale of the land is used to contribute to the astroturf.</p> <p>Copy report circulated with the agenda. Further consideration was given to the following applications taking into account additional information received:</p> <ul style="list-style-type: none"> • 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 raised the Council’s concerns over the parking and asked the applicant to respond, no further information received at the time of the meeting 5th December. RESOLVED to object to the application due to insufficient parking provision which would potentially impact on South Road and Station Road. • 17/0907 – Garage/Lock up Croft Street – Demolition of garage and erection of two dwellings. No parking details were submitted with the application – the response from Cumbria County Council in respect of this application was noted. It was noted that the Design and Access statement included the claim that Kirkby Stephen is served by a regular bus service to Kendal which was challenged by the Council. In the absence of a regular bus service and given the rural nature of the area it was considered reasonable to assume that residents of the two dwellings will have vehicles that require to be parked somewhere. The Council reiterated its concern about where vehicles associated with the proposed properties will park. Parking is not available in Croft Street, there is pressure in Faraday Road due to parked vehicles along the length of the road and year-round two-hour parking restrictions apply in Market Street. RESOLVED to object to the application due to insufficient parking provision which would potentially impact on Faraday Road. • 17/0923 – Pennine View Caravan Park. Proposed change of use of former goods shed to events barn including external alterations. Additional information supplied by the applicant to EDC was noted. RESOLVED to support the application and recommend its approval. <p>The following decision notice was received and noted:</p> <ul style="list-style-type: none"> • 17/0811 – Skelcies Hall, approved <p>It was reported that planning application number 17/0511 Takoda Camping Site will be considered by the Planning Committee on 14th December.</p>	
754	<p><u>Eden Local Plan</u></p> <p>It was reported that the consultation document was due to be launched within a next few days.</p>	
755	<p><u>Mutual Ownership Housing - Prospus</u></p> <p>Cllr Gilmour reported that he has met with Mr. Woof, Prospus. Mr. Woof is starting the process of gathering evidence of community support and will be attending local events to engage with the community. RESOLVED to appoint Cllr. Gilmour to be involved/informed of the project as it progresses and to provide feedback to the Town Council.</p>	
756	<p><u>Devolution of Services from Eden District Council</u></p> <p>Copy information circulated with the agenda. The information from Eden was received and noted. It was agreed to pursue the option to take over the two play areas. Cllrs Walker, Thornton and Lumley agreed to progress the play areas. Cllrs Johnstone and Richardson agreed to progress the public toilets.</p>	MW/DT/ GL JJ/PR
757	<p><u>Independent Shops in Kirkby Stephen</u></p> <p>Copy letter circulated with the agenda. A complaint about charity shops selling new items and competing against existing retailers in the town was received and considered. The Council expressed sympathy and was mindful of other independent retailers expressing the same concerns. It was agreed to give the matter further consideration.</p>	Clerk
758	<p><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></p> <p>a) C&CC – copy biannual report circulated with the agenda. The biannual report was received.</p>	

	<p>Clerk left the room during consideration of the following item.</p> <p>b) Performance Awards – It was NOTED that staff appraisals have been carried out by the Chairman during November. RESOLVED to award the Clerk £200, the Street Cleaner and Community & Council Centre staff each receive £170 in recognition of their work delivering council services.</p> <p>c) Meeting dates – RESOLVED to set the calendar of meeting dates for 2018 as: 9th January, 23rd January—Precept/Budget meeting, 6th February, 6th March, 10th April, 8th May, 5th June, 3rd July, August—No meeting planned, 4th September, 2nd October, 6th November, 4th December</p> <p>d) Payroll Software, RESOLVED to authorise the Clerk to renew the annual subscription of the payroll software at a cost of £65 + VAT for the year, payment by BACs.</p> <p>e) Local Governance Review - copy survey circulated by email. The survey was completed. RESOLVED to submit the survey.</p> <p>f) Parliamentary Boundary Commission consultation on proposals for new constituency boundaries in Cumbria – It was noted that there is no change to the boundary proposed for the Westmorland & Lonsdale constituency, which the Town Council supported being part of during the last consultation, therefore it was AGREED that no further action was required.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
759	<p><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></p> <p>a) Lady Anne Sculpture – Cllr Birtles reported on the progress of the project. RESOLVED to be the commissioning organisation for the sculpture project and hold monies received.</p> <p>b) Upper Eden Community Plan - Cllr Birtles asked Councillors to give their thoughts on the what has been achieved in the parish since 2008. Cllrs raised a number of achievements which were noted by Cllr Birtles.</p>	AB
760	<p><u>Portfolio – Community, Cllr. Mr. Richardson</u></p> <p>a) Brittleton Bursary – It was reported that an application has been received and will be decided upon at the January meeting.</p> <p>b) Cllr Walker agreed to be the Town Council representation and attend a meeting with H Aitken, ACT regarding the preparation of an emergency response plan on 16th January 6.45pm Local Links. It was AGREED to invite organisations and advertise the meeting to the community.</p> <p>c) RESOLVED to authorise the Clerk to purchase additional sandbags and sand for distribution at Pennine View Caravan Park up to a value of £150.</p>	<p>PR</p> <p>Clerk/ MW</p> <p>Clerk</p>
761	<p><u>Portfolio – Highways, Cllr Mrs. Sowerby</u></p> <p>It was agreed to ask the History Society about the history of the charter stone, i.e. why it is located in Market Street and investigate if it can be moved.</p>	MW
762	<p><u>Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton</u></p> <p>a) RESOLVED to make a request to Eden District Council for a litter bin to be placed at the Croglam Lane/Rowgate junction.</p> <p>b) Bollam Lane footpath damage – it was noted that the heavy rain on 22nd November had caused considerable damage to the newly repaired footpath. It was understood that the road drains in Nateby Road were blocked and this had meant to be repaired but the work hadn't been carried out and this had added to the surface water problems in that location. RESOLVED to write to Cumbria County Council and ask for an investigation of the drains.</p>	<p>Clerk</p> <p>Clerk</p>
763	<p><u>Portfolio – Property, Cllr Mr. Marsh -</u> No matters to report.</p>	
764	<p><u>Portfolio – Tourism & Events, Cllr. Mr. Walker</u></p> <p>a) Cllr Walker reported on the S5 service. Early usage figures are encouraging. The Western Dales is financially supported by Sedbergh and Dent parish councils and it was suggested that Kirkby Stephen Town Council makes a contribution towards the service under its powers in Section 26 of the Local Government and Rating Act 1997 which allows the Council to make a contribution to a community bus service. There was a discussion about the limitations of the Act which prevents the Council from supporting commercial bus service providers as it was recognised these are also providing much needed and appreciated services. RESOLVED to make a one-off donation of £500 to the S5 service. It was agreed to seek authority from the Calor Fund group to make the donation from the Calor Fund.</p>	<p>MW/ Clerk</p> <p>JJ</p>

	b) Traffic Survey – Cllr Walker reported on progress of the speed watch training. It was accepted that the Town Council would need to insure the speed gun.																																																																																																																																																																																																																																			
765	<p>Accounts for payment to be passed RESOLVED to approve the accounts for payment, list circulated at the meeting.</p> <table border="1"> <thead> <tr> <th>Recipient</th> <th>Type of payment</th> <th>Total inc VAT</th> <th>VAT</th> <th>Net Total</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>C F Corporate Finance</td> <td>DD</td> <td>£175.86</td> <td>£35.17</td> <td>£140.69</td> <td>Photocopier lease</td> </tr> <tr> <td>plusnet</td> <td>DD</td> <td>£64.74</td> <td>£10.79</td> <td>£53.95</td> <td>Phone/Broadband</td> </tr> <tr> <td>Eden District Council</td> <td>DD</td> <td>£274.00</td> <td>£0.00</td> <td>£274.00</td> <td>Business Rates</td> </tr> <tr> <td>staff salaries</td> <td>BACS</td> <td>£3,535.02</td> <td>£0.00</td> <td>£3,535.02</td> <td>Salaries</td> </tr> <tr> <td>Nest</td> <td>BACS</td> <td>£29.73</td> <td>£0.00</td> <td>£29.73</td> <td>pension contribution</td> </tr> <tr> <td>System IT</td> <td>SO</td> <td>£36.00</td> <td>£6.00</td> <td>£30.00</td> <td>Computer 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766	<p>External Audit It was noted that PFK Littlejohn LLP have been appointed as the Auditor for Cumbria 2017-2022, fee expected to be £400 per year.</p>																																																																																																																																																																																																																																			
767	<p>Correspondence Stenkrith rental increase – a letter from N Birtle detailing a rental increase of £150 per year was noted and will be considered at the January meeting as it hadn't arrived in time to be included on the agenda of the December meeting.</p>																																																																																																																																																																																																																																			
768	<p>Date of next meeting - NOTED the date of the next meeting as Tuesday 9th January at 6.45pm, items for the agenda to be received by 2nd January.</p>																																																																																																																																																																																																																																			

The Meeting closed at 8.35pm

Chair:.....
 Date: 9th January 2018