

**Minutes of the Meeting of Kirkby Stephen Town Council held in the Local Links Centre
on Tuesday 7th November 2017 at 6.45pm**

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

Also in attendance: Clerk, Herald Reporter, P Dew, T Woof Prospus and 6 members of the public

Public Participation

- A request was made for junction markings at Fletcher Hill Park, it was agreed to support the request and raise it with Highways for action.
- A complaint was made regarding the misuse of the disabled parking bays outside Barclays Bank.
- Mr. Dew was thanked by residents for organising a firework display in Rowgate. It was suggested that the town holds a display.

District & County Councillors

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

- Proposed amendments to the parking restrictions in Market Street were discussed at Eden Local Committee and deferred for further investigation.
- Proposed parking restriction at the junction of Nateby Road/Station Road will be subject to a traffic regulation order.
- CCC has accepted responsibility for the wall on Station Walk and repairs will be carried out soon.
- Flooding – sand and sand bags have been delivered to Pennine View Caravan Park. Further investigations are being made of diverting water from the A685 to relieve pressure on the culvert.
- Mr. Dent, Greenriggs Farm has asked for a dog waste bin on the lane to his property.

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.

731	Apologies for absence Apologies for absence were received from Cllr Marsh and Cllr Thornton. Apologies were noted from V Kendall, T Ladhams and J Allinson.	Action
732	Minutes of previous meeting RESOLVED that the minutes of Kirkby Stephen Town Council held on 3 rd October (pages 17173-17177) be confirmed as a true record and signed by the Chair.	JJ
733	Declarations of Interest There were no Declarations of Interests	
734	Planning <ul style="list-style-type: none"> • 17/0841 – Moorlands Farm. Proposed roof over existing open silage clamp area. RESOLVED to support the application and recommend approval. • 17/0870 – Greystones East, South Road. Construction of a residential dwelling. It was noted that a previous application, 17/0496, had been unsuccessful. The meeting was adjourned so the Council could ask the applicant to explain what changes had been made to the plans. The changes were accepted. RESOLVED to support the application. • 17/0882 – Kirkby Stephen Parish Church. Repollard 6 x Lime trees and crown raise Ash to clear BT by 3m. RESOLVED to support the application and recommend approval. • 17/0885 – Skywalk House, South Road. Proposed change of use of training room and storage to form 2 flats on the first floor. It was noted that the applicant proposed offering four parking spaces with the two dwellings, however, these spaces are already in use by the existing dwelling and business. There was concern about adding to the existing parking pressures on South Road. AGREED to defer submitting comments until clarification is given on who the spaces will be for. • 17/0907 – Garage/Lock up Croft Street. Demolition of garage and erection of two dwellings. No parking details were submitted with the application. There were concerns about where the potential residents will park as there is no parking in Croft Street, Market Street is subject to parking restrictions and Faraday Road is becoming congested with parked vehicles. AGREED to defer submitting comments until parking details are provided. • 17/0918 – Manor House, Mellbecks. Tree works, remove Laburnum tree from front garden. RESOLVED to support the application and recommend approval. 	Clerk

	<ul style="list-style-type: none"> 17/0923 – Pennine View Caravan Park. Proposed change of use of former goods shed to events barn including external alterations. No parking details provided with the application, therefore, it was AGREED to defer submitting comments until parking details are provided. <p>The following decisions were noted:</p> <p>16/0224 – Land off Croglam Park, approved 17/0075 – Potlands, approved 17/0073 – Land off Christian Head, approved 17/0123 – 121 High Street, approved 17/0263 – Whitehouse Farm, approved 17/0278 – Co-operative, approved 17/0325 – Hendricks House, approved 17/0571 – Manor House, approved 17/0473 – The Granary, approved 17/0503 – Cricket Club, approved 17/0380 – 3 Market Square, approved 17/0477 – Barn, Croft Street, approved 17/0683 – 18-20 Market Street, approved 17/0394–Pennine View Caravan Park, approved 17/0496 – Greystones East, refused.</p>	
735	<p><u>Eden Local Plan</u> Val Kendall reported that the Eden Local Plan would be going to another public consultation, it was expected to launch in mid-November and run for 7 weeks.</p>	
736	<p><u>Carr House</u> NOTED Eden District Council is arranging the Carr House referendum for Thursday 22nd February 2018. The publication of the information statement for the referendum will be 15 January 2018.</p>	
737	<p><u>Affordable Housing</u> Copy letter and information from Prospus circulated with the agenda. Meeting adjourned to receive further information from Tom Woof, Prospus. RESOLVED to write a letter of support for the initial phase of the project to Eden District Council. AGREED to nominate a representative to be involved/informed of the project as it progresses to allow feedback to the Town Council at the December meeting.</p>	Clerk
738	<p><u>Devolution and Transfer of Assets</u> There was no progress to report. Clerk to follow up.</p>	Clerk
739	<p><u>Portfolio Report – Town Council Administration Cllr Mrs. Johnstone</u></p> <p>a) C&CC – website upgrade, copy report circulated with the agenda. RESOLVED to authorise a redesign and rebuild of the website as recommended in the report at a cost of £3660 + VAT. The costs will be met from reserves in the C&CC budget.</p> <p>b. RESOLVED to authorise the Clerk to purchase of a book token at a cost of £25 for Mr. K Morrison as a thank you for reading the Market Charter, cost to be met from the Chairman’s fund.</p>	Clerk Clerk
740	<p><u>Portfolio – Community Planning, Cllr Mr. Birtles/ Cllr Mrs. Lumley</u></p> <p>a) YDNP – Park Management Plan: Annual Forum, 23rd November 1pm- 4pm in Ingleton, there was no-one available to represent the Council, it was agreed to send apologies.</p> <p>b) Upper Eden Community Plan review – Cllr Birtles asked Councillors to give their thoughts on the Strengths, Weaknesses, Opportunities and Threats and their priorities for KS. It was agreed to refer to the Council’s response to the Eden Vision as a starting point. Cllrs raised a number of ideas for the SWOT which were noted by Cllr Birtles.</p> <p>c) Citizens Advice Bureau –the remote access facility in Mill Gardens is being used. The type of support that is being asked for in the Local Links suggests that there is demand for an outreach facility in the town. RESOLVED to write to CAB and present a case for an outreach session in Kirkby Stephen. The Council agreed to consider offering funding to help CAB cover costs.</p>	Clerk
741	<p><u>Portfolio – Community, Cllr. Mr. Richardson</u> Cllr Richardson is liaising with the Christmas lights team. Brittleton Bursary – Clerk to supply information on the application criteria to interested parties.</p>	PR Clerk
742	<p><u>Portfolio – Highways, Cllr Mrs. Sowerby</u></p> <p>a. Bus Shelter – RESOLVED to approve a proposal from A Sandell to decorate the bus shelter outside HSBC in vinyl stickers with scenes from the surrounding area plus pictures of the available buses. It was expected that the cost of the stickers will be met from business sponsorship. It was agreed to get the bus shelters cleaned.</p> <p>b. Cllrs Sowerby and Richardson reported on a site visit to Kirkby Stephen with County Council officers on 30th October. South Road was not part of the discussion as it is a more complex area and needs further thought.</p>	Clerk

	<p>The following matters were agreed:</p> <ul style="list-style-type: none"> • Repaint the disabled bays in front of the bank and the Emporium • Install a 20-minute restricted parking bay near to the pharmacy • Increase the number of parking restriction signs along Silver Street • to consider a proposal to narrow the pavement from McColl's to the bus shelter to create a parking bay for loading/unloading and some general parking • to consider a proposal to move the Charter Stone to the Cloisters • request for bollards outside the Visitor Centre <p>It was AGREED to request the leaves to be swept and to ask for the gully to be cleaned out between the traffic lights at High Street to help prevent problems during heavy rainfall.</p> <p>Clerk reported that following the previous meeting she had contacted the owner of the garden next to the furlong sign and had been advised that the sign is privately owned and on private property.</p> <p>c. Height restricted bridge, Midland Hill A685 – it has been reported that vehicles are missing/ignoring the warning signs about the height restriction and are posing a danger to the bridge and other road users. It was noted that the warning signs are small. RESOLVED to contact the Highways Authority and the Police and Crime Commissioner to raise concerns and ask for signage to be improved.</p> <p>d. RESOLVED to authorise the purchase of a squirrel sign at a cost of £30 for placement on the B6259.</p> <p>e. Footway lights – RESOLVED to make a formal request to Eden District Council for the Town Council to take over ownership of light 78 on Faraday Road, which links Fountain Yard to Bloody Bones lane, the light is on the non-approved list for removal as it is attached to a building. If/when it is adopted by the Town Council it was AGREED to upgrade the unit to an LED using the funds raised by Enhance Hair and Beauty.</p> <p>f. NOTED the temporary closure of Lowmill Bridge on 20th November</p> <p>f. There is concern about parking arrangements for auction traffic when the overflow car park field is developed for housing. AGREED to contact Harrison and Hetherington to discuss.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
743	<p><u>Portfolio – Open Spaces, Cllrs Mrs. Johnstone and Mrs. Thornton</u></p> <p>a) Cllr Walker agreed to attend the KS & District Walkers are Welcome AGM on 14th November at 2pm in the Mountain Rescue, Christian Head.</p> <p>b) Grass Cutting Contract – the contract has completed for 2017. AGREED that due to uncertainties over which areas of land the Council will be responsible for as part of the devolution of services it was not able to tender the contract on a three-year basis. RESOLVED to offer a one-year contract to the current contractor for 2018 with flexibility for adding new areas of land at additional cost. AGREED to draw up a new contract in July 2018 for 2019-2021.</p>	<p>MW</p> <p>Clerk</p>
744	<p><u>Portfolio – Property, Cllr Mr. Marsh</u></p> <p>No matters to report.</p>	
745	<p><u>Portfolio – Tourism & Events, Cllr. Mr. Walker</u></p> <p>a. Cllr Walker reported that the new S5 bus service has started and the passenger numbers are encouraging.</p> <p>b. Traffic Survey – the results of the traffic survey carried out during October on South Road were read out to the Council. The data has provided evidence that speeding is a problem and further action is needed. The data hasn't been able to provide detail of the how many of the vehicles passing through are HGV's. RESOLVED to raise the issue with the Police and Crime Commissioner for action.</p> <p>c. Christmas – it was noted that the Grammar School and Primary School want stalls at the Church for the switch on event which starts at 5.45pm.</p>	<p>Clerk</p> <p>Clerk/JJ</p>

746	<p><u>Accounts for payment to be passed</u> RESOLVED to approve the accounts for payment, list circulated at the meeting.</p>	Clerk																																																																																																																																																																																																																								
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748	<p><u>Correspondence</u> The following items of correspondence were received and noted from:</p> <ul style="list-style-type: none"> • EDC, an invitation to the EDC Chairman's Carol Service • KSGS thank you letter for sponsoring a prize at Presentation Day • Reminder of the Remembrance Service on 12th November. • CALC AGM on Saturday 18th November 10.30am at Carlisle Race Course. 																																																																																																																																																																																																																									
749	<p><u>Date of next meeting</u> - NOTED the date of the next meeting as Tuesday 5th December at 6.45pm, items for the agenda to be received by 27th November.</p>																																																																																																																																																																																																																									

The Meeting closed at 8.55pm

Chair:
Date: 5th December 2017