

**MINUTES OF A MEETING  
OF KIRKBY LONSDALE TOWN COUNCIL  
HELD IN THE BECTIVE ROOM  
LUNESDALE HALL, KIRKBY LONSDALE  
ON WEDNESDAY 13<sup>TH</sup> DECEMBER 2023 AT 7PM**

Present: Councillors Mike Marczynski (in the Chair), Paul Cassell, Malcolm Perrin, Robin Ree, and Madeline Williams.

Also in attendance: 11 members of the public and Town Clerk Kevin Price. Westmorland & Furness Councillor Hazel Hodgson arrived at 7.30pm.

**23/209 Election of Chairman:**

Councillor Paul Cassell was elected Chairman. He then signed the Declaration of Acceptance of Office and took the Council's Chain of Office.

**23/210 Minutes:**

The minutes of the meeting of 8<sup>th</sup> November 2023 were approved to be signed by the Chair.

**23/211 Requests for Dispensations:** None.

**23/212 Declarations of Interest:**

There were no Declarations of Interest made in respect of any matters on the agenda.

**23/213 Public participation:**

**23/214 Councillor Resignations:**

The resignations of Councillors Isabelle Bradshaw and Mike Burchnall. Since the last meeting, were noted with regret.

**23/215 Co-option of new Councillors:**

Following the interviews held prior to the meeting, it was resolved to co-opt Nigel Martin and Stuart Taylor to the Council. They both then signed the Declaration of Acceptance of Office and took their seats.

**23/216 Appointment of Deputy Chairman:**

Councillor Mike Marczynski was appointed Deputy Chairman.

**23/217 Town Council Work Programme:**

The Work Programme had been circulated prior to the meeting. It was agreed it needs revising and this will be an agenda item for the next meeting.

### **23/218 Town Council Calendar:**

The Town Calendar has been circulated prior to the meeting. This will be updated at the next meeting.

### **23/219 Bench to commemorate Alan Day:**

Councillor Ree reported that this is in hand and that the Christopher Robins Trust is also contributing towards it.

### **23/220 Repairs to the Play Park:**

This was deferred until the next meeting, when Edward Waller hopes to be present to give a full report.

### **23/221 The Brow/Save Ruskin's View:**

*(This summary must be read in conjunction with Monthly Report No.1 – 11DEC23)*

Malcolm Perrin outlined the aims and objectives of the new Technical Team set up last month, to review existing technical documentation in its possession, with the aim of re-opening The Brow footpath using a cost-effective approach that is low risk and safe for public access.

The Technical Team comprises of three Town Councillors and two local members of the public... each skilled and experienced in their own special field of Engineering. The Team will meet regularly to examine a 'way forward' and gather evidence to fill gaps in past reports. The Lead will submit a progress report to the KLTC Chairman each month detailing costs, progress and evaluations for the Town Council to approve for development

All work requested by Kirkby Lonsdale Town Council (KLTC) Technical Team will be planned, managed and monitored in accordance with current Health & Safety legislation. All Contractors will be asked to prepare a Risk Assessment and Method Statement (RAMS) for approval by a member of the Technical Team before work can commence on site.

New locks and chains to both sets of gates have replaced the old, corroded locks.

Stage 1a – Tree management and vegetation clearance on the slope - to proceed without delay. Vegetation clearance started in OCT23. Advice sought from specialist Arboriculturist and Yorkshire Dales National Park Authority (YDNPA). Trees to be cut back before next year's bird nesting season begins – say end of MAR 2024.

Stage 1b. – Survey Monitoring of The Brow - Monthly surveys are required for a minimum of six months to establish any movement in the footpath. Scope of work includes...

Level survey required along the footpath for horizontal and vertical movement;  
Footpath cracks – to be measured across existing cracks in tarmac;

The Motte stone boundary wall – 3D laser Point Cloud survey for verticality. Quotations from five separate Land Surveyors have been received and one was selected at the Town Council meeting 13DEC23, being Malcolm Hughes Land Surveyors Ltd as the most competitive price.

Survey Monitoring will commence on 3<sup>rd</sup> January 2024.

A Drone survey on The Brow was completed 'free of charge' by Nick Hampson (Technical Team member). This benefits both parties because the Drone Surveyors wanted further training whilst KLTC get a detailed 3D photographic model for future monitoring of the slope.

Historic documents and reports for The Brow have been returned to KLTC. Malcolm Perrin currently holds the archive hard copy folders.

Further information is needed from Fairhurst Consultants.

A full and clear breakdown of costs spent on The Brow to date is being put together by KLTC.

St Marys are requesting a meeting with KLTC Technical Team to see how they may help with future plans. A meeting may be premature at this stage, but St Marys are an important Stakeholder on the Project.

The KLTC Technical Team presented a revised strategy to The Friends on 23<sup>rd</sup> November 2023 for re-opening The Brow footpath in a more cost-effective manner, to support a more realistic fundraising goal. The justification is to fill gaps displayed in Fairhurst's 'Remedial Options Appraisal' report dated 7<sup>th</sup> August 2023 and provide substantial evidence to demonstrate non-movement of The Brow footpath. This informal presentation was well attended by both groups.

#### **23/222 Town Council website:**

Councillor Taylor agreed to take over the running of the Council's website.

#### **23/223 Remembering Councillor Geoffrey Buswell:**

This was deferred until the next meeting to finalise details. The memorial is to take the form of a bench outside the Lunesdale Hall.

#### **23/224 Reports:**

Councillor Hodgson engaged with the Council on a variety of topics. She said that Westmorland & Furness Council's Officers could possibly help with The Brow/Save Ruskin's View and to run any plans past W&F.

A new application for is to be issued shortly, for those Councils requesting a 20mph speed limit. She assured this Council that their application has been registered.

### **23/225 Free trees for community groups and schools:**

This was deferred until the next meeting.

### **23/226 Planning:**

A report was given by Councillors Marczynski and Ree on the Russell Armer footpath at Oakfield Park.

Councillor Nigel Martin agreed to become the third member of the Planning Sub-Group.

### **23/227 Finance:**

a. *It was resolved to pay the following accounts:*

#### **For KLTC:**

HMRC	£1,473.37	PAYE
Craig Bradshaw	£1,800.00	Maintenance Contract
Robin Ree	£34.36	Re-imburement - maintenance
K M Price	£449.42	Backpay (Pay Award) to 1 <sup>st</sup> April 2023

#### **For CIC:**

Tents & Events	£5,850.00
Absolute Digital Print Limited	£183.60
Charlesworth Tree Care & Fencing Ltd	£348.00

#### **For The Brow:**

Malcolm Hughes Land Surveyors Ltd	£12.00
-----------------------------------	--------

As the Bank Mandate has yet to be revised (see below) it was resolved that either Mike Burchnall or Allan Muirhead would countersign any payments resulting from this meeting, until the new mandate is in place.

- b. The Clerk summarised the Council's financial position. A full report will be given in readiness for the Precept Meeting next month.
- c. The Bank Mandate is to be revised, removing any previous Councillor's names; the signatories in future are to be Councillors Marczynski and Martin, and the Clerk, any two to sign.
- d. It was resolved to make a grant of £300 to the Roaming Doormen Christmas Period.
- e. The Clerk had ascertained that both the Community Cupboard (which has already submitted an application) and the CIC are likely to require funding of around £12,000 each for the financial year 2024-25. It is not yet known what the financial requirement for the Play Park will be.

- f. The Clerk reported on the first meeting with the Council's new Internal Auditor. This had been a useful meeting and advice had been given on various related topics.

**23/228 Correspondence:**

None – all correspondence had already been circulated or became agenda items.

**23/229 Dates for meetings during 2024:**

*The following dates were provisionally agreed (all Wednesdays at 7pm):*

10 <sup>th</sup> January	Precept Meeting
14 <sup>th</sup> February	
13 <sup>th</sup> March	
10 <sup>th</sup> April	
8 <sup>th</sup> May	Annual Meeting
12 <sup>th</sup> June	
10 <sup>th</sup> July	
14 <sup>th</sup> August	
11 <sup>th</sup> September	
9 <sup>th</sup> October	
13 <sup>th</sup> November	
11 <sup>th</sup> December	

*The meeting closed at 8.35pm.*

*Signed:*

*Dated:*