

KIRKBY THORE PARISH COUNCIL.

The minutes of the proceedings of the **ANNUAL GENERAL MEETING** of Kirkby Thore Parish Council (KTPC) held on **Monday 12th of May 2025** at 19:30hrs in Kirkby Thore Memorial Hall.

Present

Chairman: Jacky York (JY)
Councillors: Steve Ormerod (SO), and Charlie Bewley (CB)

Clerk/RFO: Lindsay Nicholson (LN)

Also in attendance: None

Members of the Public: 0

2025/075	Election of Chair LB was proposed as Chairman by SO and this was seconded by JY. All councillors were in favour. Resolved: LB to act as Chairman
2025/076	Election of Vice Chair JY was proposed as Vice Chairman by CB and this was seconded by SO. All councillors were in favour. Resolved: JY to act as Vice Chairman JY assumed the chair for the remainder of the meeting in the absence of LB
2025/077	Declaration of Acceptance of Office Copies of the Acceptance of Office declaration to be forwarded to LB. Resolved: to receive the information Action: LN
2025/078	Apologies for Absence Dan Pattimore and Lorna Baker forwarded apologies to the meeting. Resolved: to approve the apologies and the reasons given.
2025/079	Declarations of Interest and Requests for Dispensation None
2025/080	Minutes of the Last Meeting of Kirkby Thore Parish Council The chairman was authorised to sign, as a correct record, the minutes of the Parish Council Meeting held on Monday the 7 th of April 2025. Resolved: to accept the minutes of the previous meeting and the recommendations therein.
2025/081	Public Participation (Timed item 15 minutes) Steve Ormerod was thanked for fixing the gate at the recreation field. Works to the gatepost and clamp had been undertaken.
2025/082	Councillor's Areas of Special Interest The following areas of special interest / representatives to outside bodies was agreed, <ul style="list-style-type: none">• Memorial Hall – Charlie Bewley / Lorna Baker• Appleby Transport Group – Lorna Baker• British Gypsum – Dan Pattimore, Jacky York, Charley Bewley and Steve Omerod

	<ul style="list-style-type: none"> • Footpaths – Dan Pattimore and Steve Ormerod • Parish Highways – Steve Ormerod • Footway Lighting – Steve Ormerod • Kirkby Thore Primary School – Jacky York • Place Action Group – Jacky York • Police Liaison Group – Dan Pattimore, Charlie Bewley and Jacky York • Social Value Fund Working Group – Lorna Baker and Charlie Bewley • Village Amenity Working Group – All Councillors • A66 Dualling Working Group – All Councillors <p>The Council agreed to appoint any further areas as needed in the year. Resolved: to accept the above areas of interest / representatives of outside bodies.</p>
2025/083	<p>Approval of Banker 2025/083.1 Approval of Banker The transfer to Unity Bank to be completed. Resolved: to receive the information</p> <p>2025/083.2 Bank Mandate The following Councillors were confirmed as signatories on the banking mandate, Lorna Baker, Jacky York, Steve Ormerod and Dan Pattimore. Charlie Bewley to act as internal review. Resolved: to receive the information</p>
2025/084	<p>Internal Auditor Rachael Kelly Bookkeeping was approved as internal auditor for 2025/26 Resolved: to appoint internal auditor</p>
2025/085	<p>Year End Accounts 2025/085.1 Certificate of Exemption It was confirmed that the higher of the authority's total gross income for the year or total gross annual expenditure for the year did not exceed £25,000. The Council approved the certificate, and the clerk and chairman signed to Certificate of Exemption. Resolved: to approve the Certificate of Exemption</p> <p>2025/085.2 Internal Auditors Report The clerk reported the internal audit report. There were no matters to bring to the attention of the parish council. Resolved: to receive the information</p> <p>2025/085.3 Section 1 of the Annual Return: Annual Governance Statement This was approved by the Council and the clerk and chair signed the appropriate part of the document. Resolved: Section 1 of the Annual Return approved.</p> <p>2025/085.4 Section 2 of the Annual Return: Accounting Statements 2024/25 This was approved by the Council and the clerk and chair signed the appropriate part of the document. Resolved: Section 2 of the Annual Return approved.</p> <p>2025/085.5 Asset Register The Asset Register was approved by the Council.</p>

	<p>Resolved: to approve the asset register</p> <p>2025/085.6 Payment over £100 The payments over £100 was approved by the Council Resolved: to approve the document Payments over £100</p> <p>2025/085.7 Statement of Variance The statement of variance was approved by the Council Resolved: To approve the Statement of Variance</p> <p>2025/085.8 Reserve Statement The reserve statement was reviewed then approved by the Council Resolved: to receive the information</p> <p>2025/085.9 Notification of Public Consultation Period Notification of the Public Consultation Period to commence on Tuesday 3rd of June 2025 Resolved: to receive the information</p>																					
2025/086	<p>Finance</p> <p>2024/086.1 Accounts for Payment The accounts listed below were presented for payment.</p> <table><tr><td>Payee</td><td>Description</td><td>Amount</td></tr><tr><td>L Nicholson</td><td>Clerk Salary – May</td><td>£394.50</td></tr><tr><td>Zurich</td><td>Insurance</td><td>£437.61</td></tr><tr><td>PWLB</td><td>Loan Repayment</td><td>£334.27</td></tr><tr><td>HMRC</td><td>PAYE</td><td>£9.60</td></tr><tr><td>Rachel Kelly Bookkeeping</td><td>Internal Audit</td><td>£50.00</td></tr><tr><td>Lindsay Nicholson</td><td>SSL Certificate Renewal</td><td>£71.99</td></tr></table> <p>Resolved: clerk to process the above payments Action: LN</p> <p>2025/086.2 Balances The balances at bank on the 1st of May 2025 were noted. Resolved: to receive the information</p> <p>2025/086.3 Signature of Cashbook Reconciliation The chair was authorised to sign the cashbook reconciled to the bank statement. Resolved: to receive the information</p>	Payee	Description	Amount	L Nicholson	Clerk Salary – May	£394.50	Zurich	Insurance	£437.61	PWLB	Loan Repayment	£334.27	HMRC	PAYE	£9.60	Rachel Kelly Bookkeeping	Internal Audit	£50.00	Lindsay Nicholson	SSL Certificate Renewal	£71.99
Payee	Description	Amount																				
L Nicholson	Clerk Salary – May	£394.50																				
Zurich	Insurance	£437.61																				
PWLB	Loan Repayment	£334.27																				
HMRC	PAYE	£9.60																				
Rachel Kelly Bookkeeping	Internal Audit	£50.00																				
Lindsay Nicholson	SSL Certificate Renewal	£71.99																				
2025/087	<p>Correspondence</p> <p>2025/087.01 Cumberland Council: Parish Council Records deposited with Kendal Archives The correspondence was outlined. It was noted that the records office was unable to store the information they had received. The Parish Council agreed to have the information returned so that a decision could be made as to whether if needed to be stored or destroyed. Resolved: to request the return of the information.</p> <p>2025/087.02 National Highways: Clifton Bridge Replacement The correspondence was outlined. Resolved: to receive the information</p> <p>2025/087.03 CALC: Local Plan – Call for Sites Event</p>																					

	<p>The correspondence was outlined. Resolved: to receive the information</p>
2025/088	<p>Planning Applications & Decisions 2025/088.1 Applications None</p> <p>2025/088.2 Decisions None</p>
2025/089	<p>Outside Body Reports To receive brief reports from Councillors who represent the Council on outside bodies 2025/089.01 Kirkby Thore Memorial Hall It was reported that the Make, Bake and Grow event went well. The duck race was able to go ahead. It was a positive day for the village. It was noted that nearly £1000 was raised. Resolved: to receive the information</p> <p>2025/089.02 Appleby Transport Group None</p> <p>2025/089.03 Place Action Group JY reported that the PAG had received a further budget for 2025/26 and that there would be £7,000 for the group to apply to projects in the local area. The meeting considered current projects that might be eligible to benefit from the funding. Resolved: to receive the information</p>
2025/090	<p>Highways Matters None</p>
2025/091	<p>Footpath Matters The Footpath from Hale Grange along the side of British Gypsum is currently not passable. CB and JY volunteered to walk the path and take photographs so that the issue could be reported. Resolved: to receive the information</p>
2025/092	<p>Social Value Fund Heritage Project The next round of the Social Value fund was now open. The clerk to contact the project co-ordinator to see if further funds could be accessed. Resolved: to receive the information</p>
2025/093	<p>Tree Survey LB had provided the clerk with maps outlining the location of the trees within the verges. The clerk was seeking quotations for a tree survey. Resolved: to receive the information</p>
2025/094	<p>The Helm / Bravo Councillor discussed the Bravo and articles that could be included. CB had secured funding for the project and was working alongside the Memorial Hall Committee to produce the document. The Parish Council agreed to provide information for a page within the newsletter.</p>

	Resolved: Parish Council to provide information for a page in the Parish Magazine
2025/095	Project Reports None
2025/096	Items for the Next Meeting of the Parish Council To receive items for discussion at the next meeting of the Parish Council
2025/097	Date and Time of Next Meeting The date of the next meeting to be held on Monday the 2 nd of June 2025 at 7.30pm. Meeting to be held in Kirkby Thore Memorial Hall.

JY closed the meeting at 21:50 hrs

Please note: all Parish Council meetings are open to members of the Public.

Chair Signature: _____

Date: _____

Clerk Signature: _____

Date: _____