

KIRKBY THORE PARISH COUNCIL.

The minutes of the proceedings of the **ANNUAL GENERAL MEETING** of Kirkby Thore Parish Council (KTPC) held on **Wednesday 6th of May 2026** at 19:30hrs in Kirkby Thore Memorial Hall.

Present

Chairman: Lorna Baker (LB)
Councillors: Jacky York (JY) and Charlie Bewley (CB)
Clerk/RFO: Lindsay Nicholson (LN)

Also in attendance: None

Members of the Public: 1

2026/062 Election of Chair

Lorna Baker was proposed as Chairman by Charlie Bewley and seconded by Jacky York. All councillors present were in favour.

Resolved: LB to act as Chairman.

LB assumed the chair for the remainder of the meeting.

2026/063 Election of Vice Chair

Jacky York was proposed as Vice Chairman by Charlie Bewley and seconded by Lorna Baker. All councillors present were in favour.

Resolved: JY to act as Vice Chairman.

2026/064 Declaration of Acceptance of Office

Signed declarations of acceptance of office were received from the Chair and Vice Chair.

Resolved: to receive the information.

2026/065 Apologies for Absence

Apologies were received from Dan Pattimore and Steve Ormerod.

Resolved: to approve the apologies and the reasons given.

2026/066 Declarations of Interest and Requests for Dispensation

2026/066.1 No declarations of prejudicial interest were made.

2026/066.2 No requests for dispensation were made.

2026/067 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 Wednesday the 8th of April 2026.

Resolved: to accept the minutes of the previous meeting and the recommendations therein.

2026/068 Public Participation (Timed item 15 minutes)

A member of the public in attendance raised the matter of allotments. It was noted that three residents had expressed an interest in allotments. This matter would be considered further under the relevant agenda item.

2026/069 Councillor's Areas of Special Interest

The following areas of special interest / representatives to outside bodies were agreed:

- Memorial Hall – Lorna Baker and Charlie Bewley

- Friends of Eden Valley Public Transport Group – Lorna Baker
- British Gypsum – Jacky York
- Place Action Group (PAG) – Jacky York
- Kirkby Thore Primary School – Jacky York
- Village Amenities – All Councillors
- National Highways Working Group – All Councillors
- Church Liaison – Dan Pattimore

The Council agreed to appoint further representatives as needed during the year.
Resolved: to accept the above areas of interest / representatives of outside bodies.

2026/070 Approval of Banker

2026/070.1 Approval of Banker

The transfer to Unity Bank remained in progress. The Clerk reported that the process had stalled during a previous period of illness and confirmed she would contact the bank to establish the current position and restart the changeover.

Resolved: to receive the information.

Action: LN

2026/070.2 Bank Mandate

The following Councillors were confirmed as signatories on the banking mandate: Lorna Baker, Jacky York, Dan Pattimore and Steve Ormerod.

Resolved: to receive the information.

2026/071 Internal Auditor

Rachael Kelly Bookkeeping was approved as internal auditor for 2026/27.

Resolved: to appoint the internal auditor.

2026/072 Year End Accounts

The Clerk presented the Annual Governance and Accountability Return (AGAR) and supporting documents, which had been circulated prior to the meeting.

2026/072.1 Certificate of Exemption

It was confirmed that the higher of the authority's total gross income or total gross annual expenditure for the year did not exceed £25,000. The Council approved the Certificate of Exemption, which was signed by the Clerk and Chairman.

Resolved: to approve the Certificate of Exemption.

2026/072.2 Internal Auditor's Report

The Clerk reported the findings of the internal audit. There were no matters to bring to the attention of the Parish Council. The Clerk noted that the website had been reviewed for accessibility (WCAG 2 compliance) as part of the audit process and that work was ongoing to ensure the site met required standard. The Council authorised the Clerk to progress improvements to the website, including liaising with the web developer, with the aim of ensuring the site could be kept current without requiring third-party involvement for routine software updates. Jacky York offered to assist the Clerk with this work.

Resolved: to receive the information.

2026/072.3 Section 1 of the Annual Return: Annual Governance Statement

This was approved by the Council and signed by the Clerk and Chairman.

Resolved: Section 1 of the Annual Return approved.

2026/072.4 Section 2 of the Annual Return: Accounting Statements 2025/26

This was approved by the Council and signed by the Clerk and Chairman. The Council noted the carried forward figure of £15,745.95, total borrowing of £3,921.54 via the Public Works Loan Board, and the increase in the precept to £14,600.

Resolved: Section 2 of the Annual Return approved.

2026/073 Finance

2026/073.1 Accounts for Payment

The following accounts were presented for payment:

Payee	Description	Amount
L Nicholson	Clerk Salary – May	£404.10
PWLB	Loan Repayment	£334.27
Rachel Kelly Bookkeeping	Internal Audit	£75.00
Lindsay Nicholson	SSL Certificate Renewal	£71.99
Lindsay Nicholson	Planning Application Fee	£305.00
SLCC	Clerk Membership – 50%	£85.00

Resolved: Clerk to process the above payments.

Action: LN

2026/073.2 Balances

The balances at bank on the 1st of May 2026 were noted.

Resolved: to receive the information.

2026/073.3 Signature of Cashbook Reconciliation

The Chair was authorised to sign the cashbook reconciled to the bank statement.

Resolved: to receive the information.

2026/074 Correspondence

The following correspondence was considered:

2026/074.1 HSBC: Account Referral

Correspondence relating to a payment security referral was outlined. The Clerk confirmed the matter had been resolved.

Resolved: to receive the information.

2026/074.2 Westmorland and Furness Council: Planning Application Acknowledgement

The correspondence was outlined.

Resolved: to receive the information.

2026/074.3 National Highways: Advanced Works

The correspondence was outlined.

Resolved: to receive the information.

2026/074.4 CALC: AGM – 10th of October, Roundthorn, Penrith

The correspondence was outlined. Members were invited to note the date.

Resolved: to receive the information.

2026/075 Planning Applications & Decisions

2026/075.1 Applications

No planning applications had been received for consideration. The Clerk noted that the Parish Council had not received a consultation on its own planning application and would make enquiries with Westmorland and Furness Council.

Resolved: Clerk to make enquiries regarding the planning consultation.
Action: LN

2026/075.2 Decisions

None.

2026/076 Outside Body Reports

Brief reports were received from Councillors representing the Council on outside bodies.

2026/076.1 Kirkby Thore Memorial Hall

It was reported that the recent Time for Tea event and the Big Breakfast had both taken place. The Memorial Hall Committee had thanked the Parish Council for its grant. Members discussed ways to increase community awareness of Memorial Hall events. It was noted that a meeting to discuss plans for the centenary celebration of the Memorial Hall would take place on the 12th of May.

Resolved: to receive the information.

2026/076.2 Friends of Eden Valley Public Transport Group

No update was available for this meeting.

2026/076.3 The Bravo

It was reported that the next edition of The Bravo needed to be published before the end of May. Councillors were asked to submit any content within the next two weeks. Members discussed the possibility of distributing the newsletter digitally in addition to the printed version.

Resolved: to receive the information.

2026/077 Highways Matters

It was reported that significant potholes remained on the Long Marton Road.

Resolved: Clerk to report highway defects to the relevant authority. Action: LN

2026/078 Footpath Matters

It was reported that a fingerpost near the green at the far end of the village had disappeared, and that the fingerpost at Hale Grange had been taken down and not replaced.

Resolved: Clerk to report the missing fingerposts to the relevant authority.

Action: LN

2026/079 Social Value Fund Heritage Project

LB reported that the heritage project leaflets and interpretation boards had been printed and the boards were ready to be installed. The Council discussed arrangements for fitting the boards.

It was noted that the next round of the Community Legacy Fund was now open. The Clerk confirmed she would seek further information regarding the bus shelter project discussed at the latest CALC Branch event and would follow up with Michael and Angela Miller regarding potential funding for bus shelters.

Resolved: to receive the information.

Action: LN

2026/080 Project Reports

Brief updates were received on the following projects:

2026/080.1 Bus Stops

LB confirmed that funding application forms were being completed.

Resolved: to receive the information.

2026/080.2 Broadband at the Village Hall

It was reported that the Memorial Hall Committee had a meeting with a broadband provider. There was a possibility that provision could be obtained free of charge. JY to liaise with the relevant parties ahead of the meeting.

Resolved: to receive the information.

Action: JY

2026/080.3 Allotments

The Council discussed the possibility of approaching British Gypsum regarding any land released by the A66 dualling scheme that could be developed as allotments for the village. The Clerk to seek a meeting with British Gypsum to explore the matter.

Resolved: Clerk to seek a meeting with British Gypsum to discuss allotment land.

Action: LN

2026/081 Items for the Next Meeting of the Parish Council

The following items were noted for discussion at the next meeting of the Parish Council:

- Policies,
- Website,
- Bank Account.

2026/082 Date and Time of Next Meeting

The date of the next meeting was confirmed as Monday the 1st of June 2026 at 7.30pm. The meeting to be held at Kirkby Thore Memorial Hall.

Resolved: to receive the information.

LB closed the meeting at 21:03 hrs

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

Chair Signature: _____

Date: _____

Clerk Signature: _____

Date: _____