

KIRKBY THORE PARISH COUNCIL.

The minutes of the proceedings of the Parish Council Meeting of Kirkby Thore Parish Council (KTPC) held on Monday 6th of July 2026 at 19:30hrs in Kirkby Thore Memorial Hall.

Present

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

Clerk/RFO: Lindsay Nicholson (LN)

Also in attendance: None

Members of the Public: 0

2026/097 Apologies for Absence

Apologies were received from Dan Pattimore.

Resolved: to accept the apologies and the reasons given.

2026/098 Declarations of Interest and Requests for Dispensation

2026/098.1 No declarations of prejudicial interest were made.

2026/098.2 No requests for dispensation were made.

2026/099 Public Participation (Timed item 15 minutes)

Comments from a local resident had been received regarding the grass verge strip at the top of Town Head Garth. The resident felt it was not being cut. It was noted that the resident in question appeared to be maintaining the strip himself. Members discussed whether the area could be planted with low-maintenance shrubs, but noted concerns around creating a maintenance liability and setting a precedent for other areas of the village. It was agreed that the Clerk should remind the grass-cutting contractor to include this area and note that the resident may already be attending to it.

Resolved: Clerk to notify the grass-cutting contractor.

Action: LN

2026/100 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 1st of June 2026.

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

2026/101 Finance

2026/101.1 Accounts for Payment

The following accounts were presented for payment:

Payee	Description	Amount
L Nicholson	Salary	£404.10
Cerberus	Printing of Social Value Project Leaflet	£320.00

The Clerk confirmed that the Cerberus invoice had been received late; the leaflets had already been printed and distributed. The Council agreed to settle the invoice promptly.

Resolved: Clerk to process the above payments.

Action: LN

2026/101.2 Balances

The Clerk reported the current balance at bank as £21,342.94, comprising £500 in the HSBC current account and £20,842.94 in the HSBC savings account. The Unity Trust current account held a further £486, following two monthly service charges of £7 each. Resolved: to note the balances.

2026/101.3 Signature of Cashbook Reconciliation

The cashbook reconciled to the bank statement was signed.

Resolved: to receive the information.

2026/101.4 Unity Trust Bank

The Clerk reported that three signatories now had access to the Unity Trust account: Lorna Baker, Jacky York and Steve Ormerod. With the dual-signatory arrangement in place, the Council agreed to transfer £5,000 to the Unity Trust account and to use it to process the Clerk's salary payment as an initial test transaction. The Memorial Hall insurance grant (see item 2026/104.1) would also be paid via Unity Trust. The Council's intention remains to close the HSBC accounts after the following meeting once the transition has been tested successfully.

Resolved: Clerk to transfer £5,000 to Unity Trust and process test payments accordingly, with a view to closing the HSBC accounts after the August meeting.

Action: LN

2026/102

Correspondence

2026/102.01 Westmorland & Furness Council – Temporary Road Closure: Cross Street – Extension to Works

The correspondence was outlined. It was noted that the road was expected to reopen the following day.

Resolved: to note the information.

2026/102.02 Westmorland & Furness Council – Local Plan Scoping Consultation (Closing Date 11th August 2026)

The Clerk outlined the consultation, noting that it invites views on the scope and content of the new Local Plan, including matters such as design standards, renewable energy, housing mix and environmental policy. A recording of the online briefing event was to be made available via the CALC website. The Council agreed that it wished to submit a response and discussed several themes it would like to raise, including the installation of electric vehicle charging points in new developments and a preference for solar installations on commercial rooftops before agricultural land. Members agreed to arrange a separate session, using the Hall's Wi-Fi connection, to complete the online response together.

Resolved: Council to submit a response to the Local Plan Scoping Consultation. Members to agree a date for a working session to complete the online form.

Action: All

2026/102.03 NALC – Martyn's Law Webinar – 20th July 2026

The Clerk outlined the webinar, which covers the requirements of Martyn's Law in relation to publicly accessible venues. LB and CB agreed to attend. The Clerk noted that the legislation is primarily a responsibility of venue operators such as the Memorial Hall Committee, but that she would consider whether a brief statement of the Council's own approach to managing public gatherings would be appropriate. ACRE is providing equivalent support for non-council organisations, and the Clerk would ensure the Hall Committee was made aware.

Resolved: LB and CB to attend the webinar. Clerk to consider implications for KTPC and to signpost the Memorial Hall Committee to relevant ACRE support.

Action: LB, CB, LN

2026/102.04 Westmorland & Furness Council – Bus Reform Pilot Consultation (Closing Date 20th July 2026)

It was noted that some of the embedded links on the email were not working properly. It was noted that the Appleby Transport Group may be better placed to respond.

Resolved: Clerk to gain further information.

Action: LN

2026/103

Planning Applications & Decisions

2026/103.1 Applications

Application 2026/0546/FPA, Spittals Farm, Low Moor, Kirkby Thore, Penrith CA10 1XQ: erection of a building to house a new milking parlour and associated hardstanding.

Members noted that the site is immediately adjacent to an active archaeological dig of significance. The Council agreed to submit a comment requesting that, where the development requires new foundations or hardstanding, consideration be given to whether

an archaeological assessment should be undertaken prior to any groundworks, given the proximity to the current excavation.

Resolved: Clerk to submit a comment as discussed.

Action: LN

2026/103.2 Decisions

Application 2026/0728/ADV, Main Street, Kirkby Thore, Penrith CA10 1XW: advertisement consent for five non-illuminated notice boards and two mosaics, attached to two existing seats

Approved with Conditions.

Resolved: to receive the information.

2026/104 Outside Body Reports

2026/104.1 Memorial Hall Committee

The Clerk reported that the Memorial Hall's insurance had been renewed at a cost of £1,266.50, an increase on the previous year. The budgeted grant of £1,250 was therefore £16.50 short of the full premium. Having considered the invoice and confirmation of payment provided by the Hall, the Council agreed to award a grant of £1,266.50 to cover the full cost of the insurance. The Clerk to process the payment via Unity Trust.

Resolved: to award a grant of £1,266.50 to the Memorial Hall Committee towards the cost of insurance. Clerk to process payment via Unity Trust.

Action: LN

The Council also noted that a tabletop sale had been cancelled due to insufficient interest, and that there had been other events taking place in Penrith on the same day. CB brought to the Council's attention a proposal from the Memorial Hall Committee to create a permanent display in the Hall of professional photographs of the Roman and other artefacts held at Tullie House, associated with the ongoing archaeological work in the parish. A quotation of £40 for digital images had been received, though it was noted that these were supplied as PDFs and might not be of sufficient resolution for large-format printing. Members discussed a range of display options, from framed photographs to a formal freeze, and agreed that a more developed proposal with design options and costs would be needed before a funding decision could be made. JY offered her design expertise to assist the project. The Clerk noted that any Parish Council funding would need to be structured either as a grant to the Hall or through a specific project for which the Council had an identified power.

Resolved: to receive the information

2026/104.2 Appleby Transport Group

No meeting had been held since the last report.

2026/104.3 The Bravo

The current edition had been delivered around the village. No further update.

Resolved: to receive the information

2026/104.4 Place Action Group

A drop-in stakeholder event would be held on the 14th of July 2026 at Bolton Memorial Hall, 6.30pm to 8.00pm. Members were encouraged to attend and to help spread the word to encourage wider participation in the group.

Resolved: to receive the information.

2026/105 Highways Matters

CB agreed to report several potholes on Piper Lane directly to Westmorland & Furness Highways via the online reporting system.

The pothole on the boundary with Long Marton, raised at the previous meeting, remained outstanding. The Clerk confirmed that a previous batch of reports had been marked as resolved. The matter would be re-reported once a What3Words reference had been obtained.

Resolved: CB to report potholes on Piper Lane online; Clerk to re-report the Long Marton boundary pothole with a What3Words reference.

Action: CB, LN

- 2026/106 Footpath Matters**
Both outstanding footpath matters from the previous meeting (the missing fingerpost at Hale Grange and the unclear waymarking for the footpath off Main Street) had been reported to the relevant authority.
CB agreed to clear vegetation that had grown around the footpath sign on Main Street opposite Chapel Lane, in order to make the sign visible.
Resolved: to receive the information. CB to clear vegetation around the footpath sign on Main Street.
Action: CB
- 2026/107 Allotments**
Councillors reported on a meeting held with representatives from British Gypsum. While several senior staff attended, Matt Cooper, the key contact for land matters, was not present. It was therefore not possible to progress specific discussions about available land. British Gypsum representatives indicated an interest in biodiversity net gain, which allotments could potentially contribute to. It was noted that any land released because of the A66 dualling scheme is likely to be a longer-term prospect, and that the social club site may not be the most likely option.
Members discussed arranging a further meeting with Matt Cooper and exploring whether a joint meeting with National Highways / Balfour Beatty could be convened to discuss biodiversity net gain and allotment land together. It was suggested that October, when archaeologists are expected to visit the village, may provide a good opportunity for a face-to-face meeting.
Members also noted useful information shared about the legal and governance framework for establishing allotments, which would be circulated.
Resolved: Allotments to be removed from the standing agenda pending further progress; updates to be brought back as required.
Action: LN
- 2026/108 Project Reports**
Policies
No progress to report.
- Public Phone Box**
The exterior requires painting; only the front door had previously been painted. Steve Ormerod agreed to inspect the box and advise on the condition and scope of work required before a decision is made on whether it is a volunteer task or requires a contractor.
Resolved: SO to inspect the phone box and report back.
Action: SO
- Community Legacy Fund (Bus Shelters)**
LB reported that the application for bus shelters had not been successful at this stage, as the current funding round is limited to communities between Temple Sowerby and the Kemple roundabout, which does not yet include Kirkby Thore. Traffic management works are expected to reach the village in approximately a year, at which point LB will reapply. In the meantime look to enhance the application with further supporting information from Westmorland & Furness Council.
Resolved: to note the information.
- Website**
The Clerk reported that Phil Guest had developed a working draft of the new website, which the Council can now view. The Clerk will circulate the link to Members.
Following discussion, the Council formally approved DA Group (John Steer) as the provider for the council's .gov.uk domain name and email hosting. The Chair was authorised to sign the associated Service Level Agreement.
Resolved: DA Group approved as domain and email hosting provider; Chair authorised to sign the Service Level Agreement.
- JY agreed to join a Teams meeting with the Clerk and Phil Guest to discuss website design and content. The Clerk will also confirm with Phil Guest the precise scope of his services and what DA Group will provide alongside, to avoid any gaps or duplication.
Resolved: Clerk to circulate draft website link and arrange a design meeting with JY and Phil Guest.
Action: LN & JY

2026/109 Items for the Next Meeting of the Parish Council

The following items were noted for the next meeting: Local Plan Scoping Consultation response; all usual standing items. It was agreed that Allotments would be removed from the standing agenda.

2026/110 Date and Time of Next Meeting

The next meeting was confirmed for Monday the 3rd of August 2026 at 7.30pm, to be held at Kirkby Thore Memorial Hall.

The meeting closed at 21:40 hrs.

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

Chair Signature: _____ Date: _____

Clerk Signature: _____ Date: _____