

Kirkby Thore Parish Council

Minutes of the proceedings of the Parish Council Meeting of Kirkby Thore Parish Council (KTPC) held on Monday 7th of September 2026 at 19:30hrs in Kirkby Thore Memorial Hall.

Present

Chairman: Lorna Baker (LB)
Councillors: Jacky York (JY) and Charlie Bewley (CB)
Steve Ormerod (SO) joined the meeting at 20:22 hrs
Clerk/RFO: Lindsay Nicholson (LN)
Also in attendance: None
Members of the Public: 0

2026/124 Apologies for Absence

Apologies were received from Dan Pattimore.

Resolved: to accept the apology and the reason given.

2026/125 Declarations of Interest and Requests for Dispensation

2026/125.1 No declarations of prejudicial interest were made.

2026/125.2 No requests for dispensation were made.

2026/126 Public Participation (Timed item 15 minutes)

No written public questions had been notified in advance of the meeting. Councillor Bewley raised, for Members' information, the possibility of a Roman re-enactment event on the recreation field, and outlined initial enquiries made with re-enactment providers together with likely costs and practical constraints, including restrictions on ground penetration within the scheduled monument. Members discussed the idea and felt that further work on cost, venue and support would be needed before it could be considered further, noting that the Memorial Hall might offer an alternative venue.

2026/127 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 3rd of August 2026.

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

Further to minute 2026/113, the Clerk reported that the bank on Chapel Lane was not shown on the current grass-cutting map or contract and that this could not be added to the existing contract. Members discussed the performance of the current grass-cutting contractor, noting some resident concerns and difficulty in obtaining timely responses, and agreed that the contract should be put out to tender ahead of the November budget-setting process.

Resolved: Clerk to update the grass-cutting maps to include the Chapel Lane bank ahead of the next contract, and to prepare to invite tenders for the grass-maintenance contract for consideration at a future meeting. (Action: LN)

2026/128 Finance

2026/128.1 Accounts for Payment

The following accounts were presented for payment:

- L Nicholson — Salary: £404.10
- L Nicholson — 123-Reg Webhosting Renewal: £129.46

Members noted that payment authorisations made online were not automatically notified to the Clerk, and agreed that signatories would confirm authorisation to the Clerk by WhatsApp going forward.

Resolved: to approve the accounts for payment as listed above. (Action: LN)

2026/128.2 Balances

The Clerk reported the current balances at bank as at 1st September 2026 as £500.00 in the HSBC current account, £15,563.58 in the HSBC reserve account and £3,802.40 in the Unity Trust current account, giving a total balance of £19,865.98.

Resolved: to note the balances.

2026/128.3 Signature of Cashbook Reconciliation

The cashbook reconciled to the bank statements was signed.

Resolved: to receive the information.

2026/128.4 HSBC Account Closure

The Clerk reported that closure of the HSBC accounts was in hand, and that all statements and information required for audit purposes would be downloaded before online access was lost as part of the closure process; the Chairman agreed to assist with this. The Clerk also reported that a Unity Trust debit card, previously authorised for the Clerk's use on minor purchases (minute 2026/115.4 refers), would cost approximately £50.00 to set up; having weighed this against the benefits of transparency and of avoiding the use of the Clerk's personal account for Council expenditure, Members confirmed that the Clerk should proceed.

Resolved: Clerk to continue progressing closure of the HSBC accounts, retaining all documentation required for audit beforehand and with the Chairman's assistance, and to proceed with obtaining a Unity Trust debit card. (Action: LN & LB)

2026/129 Correspondence

2026/129.01 Westmorland & Furness Council – Temporary Road Closure: Priest Lane

Members noted that the road closure on Priest Lane remained in place and that the closure period had been extended to 16th October 2026.

Resolved: to note the information.

2026/129.02 National Highways – A66 Northern Trans-Pennine Project: Advance Works

The correspondence was outlined, relating mainly to advance works around Penrith; Members noted little of direct relevance to Kirkby Thore at this stage.

Resolved: to note the information.

2026/129.03 Eden Housing Trust Application

A resident had contacted the Clerk regarding a change of landlord and the possible loss of her rented accommodation in the village, and had asked whether the Council could assist. Members agreed that housing allocation was not a matter within the Council's remit, but that the resident's request should be passed on for advice.

Resolved: Chairman to raise the matter with the local Westmorland & Furness Councillor; Clerk to write to Eden Housing Association and to advise the resident that she may also wish to contact the local Member of Parliament. (Action: LB & LN)

2026/130 Westmorland & Furness Local Plan Scoping Consultation

The Clerk confirmed that the Council's response to the Local Plan Scoping Consultation, agreed in principle at the August meeting (minute 2026/116 refers), had been submitted.

Resolved: to ratify the Council's response to the Westmorland & Furness Local Plan Scoping Consultation as submitted.

2026/131 Planning Applications & Decisions

2026/131.1 Applications

No planning applications had been received from Westmorland & Furness Council since the last meeting. Members noted a query regarding the status of a previously approved application for two houses near the school, on which no further information was currently available.

Resolved: to note the information.

2026/131.2 Decisions

No planning decisions had been received from Westmorland & Furness Council since the last meeting.

Resolved: to note the information.

2026/132 Outside Body Reports

2026/132.1 Memorial Hall Committee

No further update was reported since the last meeting.

Resolved: to note the information.

2026/132.2 Appleby Transport Group

No meeting had been held since the last report.

Resolved: to note the information.

2026/132.3 The Bravo

The latest edition had been circulated. Members discussed the Centenary photograph to be included in the village time capsule and agreed it would be helpful to identify those pictured.

Resolved: to note the information.

2026/132.4 Place Action Group

No further update was reported since the last meeting.

Resolved: to note the information.

2026/133 Highways Matters

No new potholes or highways matters were reported by Members this month.

Resolved: to note the information.

2026/134 A66 Trans-Pennine Dualling – National Highways Meeting

Members noted that neighbouring parishes, including Brougham, had secured meetings with National Highways regarding the A66 Trans-Pennine Dualling scheme (minute 2026/122 refers). Members agreed that a similar meeting should be requested to discuss the Construction Traffic Management Plan and any resulting effects on Kirkby Thore, and to raise the matter of land for allotments.

Resolved: Clerk to contact National Highways to request a meeting regarding the Construction Traffic Management Plan and its effects on Kirkby Thore, and to raise the matter of allotments; the meeting to be arranged, subject to availability, for the week commencing 9th November 2026. (Action: LN)

2026/135 Footpath Matters

Members reported that the waymark post at the gap in the stone wall on the Hale Grange footpath had been taken down and was lying in the field.

Resolved: Clerk to report the missing waymark post on the Hale Grange footpath to the footpath officer, copying the report to the local Unitary Councillor. (Action: LN)

2026/136 Bus Shelters – Adoption and Maintenance Responsibility

Further to minutes 2026/121 and 2026/122, the Clerk reported on enquiries made with three shelter suppliers regarding design options and after-sales support for the repair of accidental damage or vandalism. Members discussed specification and agreed a preference for a triangular roof and green powder-coated frame, in keeping with the Council's existing signage; full sides and back panel; a part-glazed front panel to provide some shelter from the weather while retaining space for wheelchair or pushchair users; a seat, in preference to a perch alone; and a timetable display panel. Members noted that Westmorland & Furness Council would be responsible for supply and installation and asked the Clerk to establish whether the Council may have a choice of supplier.

Resolved: to adopt the bus shelters at the Memorial Hall and at Sanderson's Croft, once installed by Westmorland & Furness Council, and to accept responsibility for their future maintenance. Clerk to confirm with Westmorland & Furness Council whether the Council may choose the supplier and, if so, to progress a firm specification and quotation, including cover for accidental damage and vandalism repair, in line with the preferences above.

(Action: LN)

2026/137 Project Reports

Public Phone Box

Councillor Ormerod reported that he had inspected the telephone box and found it in reasonably good condition, with the door having been replaced relatively recently; the exterior required cleaning and some minor rust treatment before repainting. Members discussed options for fitting it out as a small village information point, including leaflet displays for the Bravo, local walks and Roman-related material.

Resolved: Councillor Ormerod to provide photographs for the asset register and to bring forward a scope of works and indicative costs for renovating the phone box, for consideration at a future meeting. (Action: SO)

Website

The Clerk reported that registration of the Council's .gov.uk domain was progressing. A further meeting with the website designer was needed to discuss design and content.

Resolved: Clerk and Councillor York to arrange a further meeting with the website designer. (Action: LN & JY)

2026/138 Items for the Next Meeting of the Parish Council

The following items were noted for the next meeting: all usual standing items; tender for the grass-maintenance contract; grants towards the purchase of land for allotments (further information to be obtained).

2026/139 Date and Time of Next Meeting

Members reviewed the meeting calendar for the remainder of the year.

Resolved: the following meeting dates were agreed, all at 7.30pm at Kirkby Thore Memorial Hall: Monday 12th October 2026; Monday 30th November 2026 (a combined November/December meeting, with no separate meeting to be held in December); and

Monday 11th January 2027 (moved from 4th January, adjacent to the New Year Bank Holiday). The February meeting was confirmed for Monday 1st February 2027.

The meeting closed at 21:26 hrs.

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

Chair Signature: _____ Date: _____

Clerk Signature: _____ Date: _____