

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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APPLEBY TOWN COUNCIL MINUTES for the MEETING held on WEDNESDAY 20TH JULY 2022 at 7.00pm The Moot Hall, Appleby

Present:

Mayor:	Cllr Hayes	
Deputy Mayor:	Cllr Stephenson	
Councillors:	Cllr Anderton	Cllr Dougherty
	Cllr Connell	Cllr Kemp
	Cllr Davidson	Cllr Pape

Also, in attendance:

Sue Gilbertson Town Clerk, Emma Simpson Clerk's Assistant, Reverend Roger Collinson, David Johnstone Mace Bearer, Andrew Keogh Herald, 1 MoP.

The Reverend Roger Collinson led in prayer.

Cllr Hayes led a minute's silence for Ruby Brass, who had been a familiar face in the town for many years.

PART ONE

C1/07/22 Apologies for Absence

Apologies received from Cllr H Potts, Cllr Rooke, Cllr Curley and Cllr Wignall.
Long-term absence noted for Cllr F Potts.

ACTION

Clerk

C2/07/22 Declarations of Interest

Cllr Connell declared a personal interest in any items on the agenda that relate to Cumbria County Council and Eden District Council.

Cllr Dougherty declared a personal interest in Clean Eden, due to family relations.

Clerk

C3/07/22 Minutes

Council:

It was **RESOLVED** to authorise the Chairman of the meeting to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 22nd June 2022** as a true and accurate record and the Council to approve any resolutions. Recommendations and resolutions approved unanimously.

Cllr
Stephenson

Committees:

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 11th July 2022** as a true and accurate record and the Council to approve any recommendations. Recommendations and resolutions approved unanimously.

Cllr
Chalmers

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 11th July 2022** as a true and accurate record and the Council to approve any recommendations. There were no recommendations.

Cllr
Stephenson

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Property Committee** held on **Monday 11th July 2022** as a true and accurate record and the Council to approve any recommendations. Recommendations and resolutions approved unanimously:

Cllr
Anderton

- Accept the tender bid from Clean Eden for the Market Arcade Toilets Cleaning Contract.
- Accept the quote from H Pigney & Son for the Plague Stone protective cover.

C4/07/22 Public Participation

(a) Receive public representations

No public representations received

(b) County and District Councillors Report

It was **RESOLVED** to receive and note Cllr Connell's written report on behalf of Cumbria County Council.

It was **RESOLVED** to receive and note Cllr Connell's report on behalf of Eden District Council. Cllr Anderton raised the point that when the Story Homes estate was built, there was a planning commitment to give a grant to local schools, to help deal with an increased number of children. Cllr Stephenson mentioned that because both Appleby schools are currently under capacity, there was no obligation on Story Homes to provide any additional funding if no additional spaces at the schools was required. Cllr Connell mentioned that Story Homes has installed a decent sized playing area for children on their Goldington Estate.

Cllr Stephenson asked about the bollards, as more have fallen over. Cllr Connell said he would discuss with Cllr Greenwood on her return.

Cllr Connell

C5/07/22 Police Report

It was **RESOLVED** to receive the police report for this month.

C6/07/22 Mayor's Report

It was **RESOLVED** to receive and note the Mayor's report.

C7/07/22 Clerk's Report

It was **RESOLVED** to receive and note the Clerk's report. The Clerk informed Council that the repair work to the Cloisters is on schedule and the scaffolding will be down and Low Wiend will be re-opened by 19th August.

The Clerk also reported that an expression of interest has been sent to Eden District Council to the Inspiring Eden Fund for support with the urgent building work required on the Central and East Cloisters. If successful, we will be asked to submit a full application with costings by 12th August to ensure it is considered in the first round of applications. As there are no Council meetings in August, the Clerk requested that delegated powers be granted for a group of councillors to discuss and agree on the terms of the funding application, so as not to miss the deadline. If the Council were successful with the grant application, it would mean this work could begin soon after the work to the West Cloisters was completed.

Clerk

Cllr Stephenson proposed that due to the sensitive timeframe, delegated powers be granted, to ensure that the Council didn't miss out of this funding opportunity. It was **RESOLVED** to accept this proposal.

C8/07/22 Outside Bodies Reports

Cllr Anderton reported that Andrew Lund, the previous Headteacher at Appleby Grammar School, had passed away earlier in the month and a card has been sent on behalf of the Council to pass on condolences to his family.

C9/07/22 Annual Subscription to CALC/NALC for 2022 – 2023

It was **RESOLVED** to renew the Council's annual subscription to CALC & NALC at a cost of £454.27.

Clerk

C10/07/22 Parish Meeting Update

The Clerk reported that all plans were in place to hold the Parish Meeting on 21 July regarding the request to convene a Parish Poll on the future running of Appleby Horse Fair. Advice had been sought from a number of sources regarding how the meeting should be conducted and the correct procedures for requesting a Parish Poll. It was highlighted that the role of Appleby Town Council at the meeting was to facilitate the meeting request. Cllr Hayes will chair the meeting alongside the Town Clerk and a representative from Appleby Fair Communities Group.

C11/07/22 Schedule of Payments & Bank Transfers – June 2022

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of June, amounting to £74,794.58. This figure includes employee salaries and all purchases, including a final valuation payment to Aura and includes all VAT.

C12/07/22 Councillors' Reports and Items for Future Agendas

- **Cumbria Vernacular Society:** The Clerk had received an enquiry from the Cumbria Vernacular Society regarding the use of the Council Chamber for their AGM, followed by a tour. Cllr Pape highlighted that previously the Chamber had only been used for Council related affairs, and never as a general meeting room. It was **RESOLVED** that the Public Hall Supper Room be offered as a meeting place for the AGM, and that the Society could have a group tour of the Moot Hall afterwards.
- **EDC Cabinet Roadshow:** Another enquiry for the use of the Council Chamber had been received from Eden District Council, in connection with their Cabinet Roadshow. Members of the public are invited to attend and question the elected representatives. It was **RESOLVED** that due to the nature of the meeting, it would be appropriate to offer EDC use of the Chamber if this request was made.

C13/07/22 Date of Next Meeting and important additional dates

- Councillors noted that a Parish Meeting will be held on **Thursday 21st July at 7pm** in the **Public Hall.**
- Councillors noted that the next Ordinary **Meeting of the Council** will be held in the Moot Hall on **Wednesday, 21st September at 7pm.**

Full Council

Full Council

There being no further business the meeting closed at 7.49pm.

PART TWO – Private Session

C14/07/22 Staffing Committee Minutes

The Clerk informed Council that the Staffing Committee had met on 1st July and the following recommendations had been approved:

- To implement salary increases for all Council employees in line with their SCP scales, back-dated to 1st April 2021 in accordance with new local government recommended rates of pay.
- Emma Simpson, has successfully completed her apprenticeship with the Council and has been offered a permanent post as Town Council Administrative Assistant.
- Two of the Council's longstanding employees have not been receiving their 5 days (pro-rata) additional holiday entitlement for long service and this will need to be rectified.

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Staffing Committee** held on **Friday 1st July 2022** as a true and accurate record and the Council to approve any recommendations.

Cllr Dougherty and Cllr Pape questioned why the permanent appointment was made before coming to Full Council. Cllr Stephenson replied to say that his understanding was that staffing appointments were made by the Staffing Committee in conjunction with the Town Clerk as the Council's Responsible Officer under delegated powers for that committee.

AT THE COUNCIL MEETING ON WEDNESDAY, 21st September 2022
THE MAYOR WAS AUTHORISED BY
THE COUNCIL TO SIGN THESE MINUTES TO
CONFIRM THEIR BEING AN ACCURATE RECORD: