

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Joanne Brabbins: Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.org.uk



Town Clerk's Office
Moot Hall - Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY 17TH JULY 2019 at 7.00pm

Present:

Mayor:	Cllr Mrs Dixon - Dougherty
Deputy Mayor:	Cllr Miss Hutchinson
Councillors:	Cllr Connell
	Cllr Dougherty
	Cllr Hayes
	Cllr Pape
	Cllr Rooke
	Cllr Stephenson
	Cllr Wignall

Also in attendance: Mayor's Chaplain Revd. Roger Collinson, Cllr Mrs Greenwood and Mr A Bamford

C1/07/19 Apologies for Absence

Apologies for absence were received from Cllr Mrs D Anderton, Cllr J R Chalmers, Cllr D Curley and Mace Bearer Mr D Johnson in respect of this meeting.

ACTION

Clerk

C2/07/19 Declarations of Interest

Cllr Mrs Dixon-Dougherty declared a personal interest in any items on the agenda that relate the Environment Agency and flood risk.

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

Clerk

C3/07/19 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 26th June 2019** as a true and accurate record and the Council to approve any resolutions.

**Cllr Dixon -
Dougherty**

Committees

Mrs J Brabbins and Mrs A Cannon declared personal interests in the following item of business and withdrew from the meeting at 7:04pm

It was **RESOLVED** to authorise the Vice Chairman of the Committee to sign the minutes of the **Staffing Committee** held on **Wednesday 26th June 2019** as a true and accurate record and the Council to approve any recommendations.

Cllr Rooke

Mrs J Brabbins and Mrs A Cannon re-joined the meeting at 7:06pm

It was **RESOLVED** to authorise the Vice Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 8th July 2019** as a true and accurate record and the Council to approve any recommendations.

Cllr Pape

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Planning & General Purpose Committee** held on **Monday 8th July 2019** as a true and accurate record and the Council to approve any recommendations.

Cllr Hayes

It was **RESOLVED** to authorise the Vice Chairman of the Committee to sign the minutes of the **Property Committee** held on **Monday 10th June 2019** as a true and accurate record and the Council to approve any recommendations.

**Cllr
Dougherty**

C4/07/19 Questions to be received from the public

There were no Members of the Public present at the meeting

C5/07/19 Police Report

It was **RESOLVED** to receive and note the Police's written report. Cllr Hayes asked that the Council's appreciation be expressed to PCSO Larmour in respect of his prompt action in reporting the gas leak on Lady Garths.

C6/07/19 Heritage Action Zone (HAZ) Report

It was **RESOLVED** to receive and note the Heritage Action Zone Project Officer's report. Mr Banford advised that he had given a full presentation to Members the previous Monday at the Committee meetings. Invitations had been issued on behalf of the Mayor to attend the steering group meeting on 16th August.

C7/07/19 County and District Councillor's Reports

County

It was **RESOLVED** to receive and note Cllr Connell's report. It was noted that the highway re-surfacing works at Chapel Street and Low Wiend were an inconvenience but that the works were being completed as quickly as possible and those being completed during the weekend were to minimise the disruption to Health Centre business.

The recent closure of Drawbriggs Lane had been completed faster than scheduled. It was noted that an additional bus stop flag would be placed in front of the former police houses at the end of St Michael's Lane. Cllr Connell advised that the Eden Local Area Committee of Cumbria County Council had unanimously approved the construction of an extension of the footway between Bongate and Shining Stars nursery. The post-Fair review meeting was held on Monday 15 July. Approximately 70 attended. Specific issues were raised and noted for consideration in planning for next year's fair.

District

It was **RESOLVED** to receive and note Cllr Mrs Greenwood's and Cllr Connell's written report. Cllr Mrs Greenwood reported that the Leisure Centre upgrade would commence imminently with the centre closing for the work from 5:30pm on Sunday 21st July for 8 weeks. Although it was considered unfortunate that the pool would be closed during the school holidays, the works would prove to be a great benefit. EDC would be providing information as to alternative pools and leisure facilities in the area.

Cllr Mrs Greenwood advised that residents who held car parking passes for Broad Close would be allowed to park in the on street disc parking zones during the period of road re-surfacing. Those affected would not need to display a parking disc but only their permits.

Cllr Hayes expressed his disappointment about the EDC communication strategy in relation to the notice period given to residents about the leisure centre closure.

Cllr Connell commented that although unfortunate in relation to the closure during the school holidays, the benefit would be that school swimming lessons, when they re-commenced in September, would not be affected.

Cllr Stephenson enquired whether there had been any progress in the re-instatement of the stretch of churchyard railings. It was understood that discussions between relevant parties were ongoing.

C8/07/19 Mayor's Report

Cllr Mrs Dixon – Dougherty advised that she had attended an enjoyable service and parade for the Mayor of Kendal on the 7th July. The Mayor's coffee morning raised £158.11 which would be put towards the next senior citizens lunch, Cllr Mrs Dixon-Dougherty thanked all those who had helped. Cllr Mrs Dixon-Dougherty expressed her congratulations and gratitude to the Appleby Carnival Committee for the very successful Carnival weekend held on the 13th and 14th July. She had attended the Alms houses garden fete on the Sunday afternoon which was also well organised and well attended.

C9/07/19 Clerk's Report

It was **RESOLVED** to receive and note the Clerk's written report. It was noted that the Taste Appleby event had been cancelled this year

C10/07/19 Outside Body Reports

Cllr Stephenson reported on his attendance at Cumbria Association of Local Councils' summer conference held on Saturday June 22nd as a representative of the Council. The conference was held at the Stoneybeck Inn near Penrith and was well attended by Parish Councillors from around the County. The keynote speakers were Philippa Gregory and Libby Grove who spoke about the work of the community charity The Northern Fells Group which support residents in the Caldbeck area.

The group funds their work from grants amounting to around £80,000 last year and £26,000 from fund raising providing a full and varied programme of help for their community.

One of the main speakers was Jane Moore who is head of the legal department at the National Association of Local Councils who spoke on the subject of The Code of Conduct For Councillors and the subject of harassment and grievance issues.

Cllr Stephenson had attended the morning break out session on Neighbourhood Planning.

C11/07/19 Schedule of Payments & Bank Transfers – June 2019

It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of June 2019, totalling **£12,497.51**. This figure includes employee salaries and purchases; and is inclusive of VAT. It was also **RESOLVED** that the Chairman be authorised to sign the transfer of funds for June 2019 totalling **£18,654.93**. A minor typographical error was noted in the Transferred Funds table. This did not affect the accuracy of the financial information provided.

**Cllr Mrs
Dixon -
Dougherty**

C12/07/19 Councillors' reports and items for future agendas

Cllr Stephenson asked whether the newly installed flood siren had been tested. Cllr Chalmers would be requested to provide information.

**Cllr
Chalmers**

Cllr Hayes reported on his attendance at an event to mark the designation of an area at Sunbiggin Tarn as an AONB in order to provide protection for wildlife. Cllr Hayes regarded this advice important in relation to the Council's Tourist information function.

It was noted that there were bike racks available at the junction of High Wiend and Boroughgate.

Cllr Stephenson expressed his hope that residents and visitors would make good use of the newly opened cricket pavilion and playing facilities. There may be greater interest in participation following the England world cup win.

Cllr Mrs Dixon-Dougherty passed on the thanks and best wishes from the previous Clerk, Ms Dodgeon.

C13/07/19 Date of the Next Meeting

Councillors noted that the next **Ordinary Meeting of the Council** will be held on **Wednesday 21st August 2019** at 7pm.

ALL

There being no further business the meeting closed at 7:47pm

AT THE COUNCIL MEETING ON:

WEDNESDAY 21st August 2019

THE MAYOR WAS AUTHORISED BY
THE COUNCIL TO SIGN THESE MINUTES TO
CONFIRM THEIR BEING AN ACCURATE RECORD:

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Joanne Brabbins: Town Clerk
Telephone: 017683 51177
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FINANCE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 12TH AUGUST 2019 at 6.45pm

Present:

Cllr Mrs Anderton
Cllr Chalmers (Chair)
Cllr Curley
Cllr Mrs Dixon – Dougherty (Mayor Ex Officio)
Cllr Miss Hutchinson (Deputy Mayor Ex Officio)
Cllr Pape (Vice Chair)
Cllr H Potts
Cllr Wignall

Also in attendance:

Cllr Connell
Cllr Hayes
Cllr Rooke
Cllr Stephenson

F1/08/19 Apologies for Absence

Apologies for absence were received from Cllr F Potts in respect of this meeting.

F2/08/19 Declarations of Interest

There were no declarations of interest in respect of this meeting.

F3/08/19 Chairman's Report

There was no Chairman's Report in respect of this meeting.

F4/08/19 Management Accounts

The RFO presented the Management Accounts for June and July 2019.

The RFO left the meeting at 6:51pm

F5/08/19 Arrangements for the Review of Staff Roles and Remuneration

Cllr Mrs Anderton advised the Committee that Council staff roles and remuneration had not been reviewed since 2013. At that time, the Council had engaged an independent HR consultancy to examine job roles and descriptions and interview staff. The consultants had provided recommendations to the Council. In view of the current recruitment process for a new Town Clerk it was **RECOMMENDED** that consultants be engaged to work with the new Town Clerk, once appointed, to review the staff structure and the pay scales applied to each post with a view to making recommendations to the Council. Cllr Mrs Anderton undertook to communicate the process for review to staff.

F6/08/19 Councillors' reports and items for future agendas

There were no Councillors' reports and items for future agendas raised in respect of this meeting.

F7/08/19 Date of the Next Meeting

Councillors noted that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 9th September 2019 at 6.45pm.**

There being no further business the meeting closed at 7.23pm

ACTION

Clerk

RFO

**Cllr Mrs
Anderton**

ALL

AT THE COUNCIL MEETING ON: **WEDNESDAY 21ST AUGUST 2019**

THE CHAIRMAN OF THE COMMITTEE WAS AUTHORISED BY THE COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR BEING A TRUE AND ACCURATE RECORD:

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Joanne Brabbins: Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.org.uk



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PLANNING AND GENERAL PURPOSE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 12TH AUGUST 2019 at 7:24pm

Present:

Cllr Connell
Cllr Mrs Dixon-Dougherty (Mayor Ex Officio)
Cllr Hayes (Chair)
Cllr Miss Hutchinson (Deputy Mayor Ex Officio)
Cllr Pape
Cllr Rooke
Cllr Stephenson (Vice Chair)

Also in attendance:

Cllr Mrs Anderton
Cllr Curley
Cllr H Potts

P1/08/19 Apologies for Absence

Apologies for absence were received from Cllr Dougherty in respect of this meeting.

ACTION

Clerk

P2/08/19 Declarations of Interest

Cllr Connell declared a personal interest in relation to any item on the agenda that relates to Cumbria County Council and Eden District Council. Cllr Mrs Dixon – Dougherty declared a personal interest in relation to any item on the agenda that relates to the Environment Agency. Councillor Miss Hutchinson declared a personal interest in Planning Application 19/0546 as the application site is located opposite her sister's home.

P3/08/19 Planning Applications

The Committee considered and discussed the Planning Applications detailed below and offered **No Comment**

19/0479

LISTED BUILDING

Listed Building consent to replace cement strap pointing with lime mortar pointing to from elevation THE BLACK BULL, 36 BOROUGHGATE, APPLEBY-IN-WESTMORLAND

19/0478

LISTED BUILDING CONSENT

Listed building consent for alterations to chimney, insertion of conservation roof windows, alterations to existing windows, paint gables, internal bathroom alterations, additional extraction fan in roof on front elevation
OLD HALL, 17 DOOMGATE APPLEBY-IN-WESTMORLAND

19/0546

TREE PRESERVATION ORDER – TREE WORK
Remove Monkey Puzzle tree from front garden; Two thirds of the crown has browned off and tree is not likely to recover; Condition of tree confirmed by Rob Sim (Arboriculturist); Tree Preservation Order No: 74, 1996, THE ARMOURY HOLME STREET APPLEBY.

19/0534

FULL APPLICATION

Construction of 2 Dwellings and removal of part of boundary wall
BEECHCROFT 17 BONGATE APPLEBY

19/0534

FULL APPLICATION

Detached Garage
CARTWRIGHT BUNGALOW BELGRAVIA
APPLEBY-IN-WESTMORLAND

P4/08/19 The Red House: 30 Boroughgate, Appleby: Invitation to comment on Consultation Report

The Committee considered and discussed the Historic England consultation report in respect of the change in listing details for The Red House, 30 Boroughgate, Appleby and offered **No Comment**

Clerk

P5/08/19 Planning Decisions

The following Planning Decisions were noted:

19/0384

19/0354

GRANTED
Full Application
Change of use of use from Dairy (B2) to Dance
School
UNIT 3A CROSS CROFT INDUSTRIAL ESTATE
APPLEBY-IN-WESTMORLAND CA16 6HX
19/0319
GRANTED
Full Application
4 DRAWBRIGGS MOUNT APPLEBY-IN-
WESTMORLAND CA16 6HL

GRANTED
Full Application
Proposed dwelling and access
BUILDING PLOT DOOMGATE APPLEBY CA16 6RB

P6/08/19 Flood Siren Test

Councillors provided feedback on the flood siren test that morning. It was felt that the sound was similar to that of an emergency vehicle and was not as loud, or as high pitched as the previous siren. Councillors commented that the sound had been reasonably audible if standing outside but that it had not been heard inside homes in many of the most vulnerable areas of town. As Chair of the Appleby Emergency Response Group Cllr Chalmers thanked members for the feedback and undertook to pass comments to the company involved with the siren installation.

P7/08/19 Chairman's Report

There was no Chairman's Report in respect of this meeting.

P8/08/19 Councillors' reports and items for future agendas

a. Cllr Chalmers gave an update on a meeting he and Cllr Hayes had attended, with the Environment Agency, to obtain an update on the proposals for installing flood resilience measures in Appleby. Although full costings had not been finalised, the Environment Agency representatives provided information about their proposals, which were:

To improve the culverts at Rampkin Pastures;

The installation of a permanent new pump on Doomgate Beck culvert;

The raising of low spots and strengthening of existing defences;

Potential improvements to the existing resilience measures on The Sands. However, the EA had discounted the option of building a flood wall to protect the area, partly on economic grounds but also because a wall would push flood water across to the town centre.

These proposals would be refined and costed over the next 2 months. £1.5m has been set aside for Appleby and these measures would be affordable within that amount.

Subject to public feedback, the Environment Agency would apply for planning approval in early 2020 to start work in Summer 2020. The Environment Agency representatives were asked to consider bringing the works forward as much as possible and were urged to ensure all work was completed before winter 2020.

A leaflet had been produced to inform the public about proposals.

b. Cllr Connell advised that following the Public Inquiry held in June 2019, the Public Path Stopping Up Order, Cross Croft, Appleby (footpath 303028) had been confirmed and action had been taken to prevent access across the railway between Orchard Place and Drawbriggs Lane. The alternative route is available along the railway fence joining the public highway adjacent to the railway bridge

P9/08/19 Date of the Next Meeting

Councillors noted that the next meeting of the Planning and General Purpose Committee would be held in the Moot Hall on **Monday 9th September 2019 at 7.15pm** or upon the rising of the Finance Committee.

There being no further business the meeting closed at 8:10pm.

AT THE COUNCIL MEETING ON: **WEDNESDAY 21st August 2019**
THE COMMITTEE CHAIRMAN WAS AUTHORISED BY
THE COMMITTEE TO SIGN THESE MINUTES TO CONFIRM
THEIR BEING A TRUE AND ACCURATE RECORD:

Clerk

ALL

Appleby Town Council Report

Date submitted 15/08/2019

Produced by PCSO 5133 Larmour & PCSO 5406 Ewbank

Crime and Anti-social behaviour

- Following report of confectionary theft from Spar, Appleby, a Restorative Justice Meeting was arranged. All parties agreed outcomes, value of stolen items repaid.
- Police investigated sightings of suspicious vehicles: 19/7 & 26/7 Margarets Way; 21/7 Westmorland Rise
- 10/7 Male arrested for possession of Class A Drugs
- 29/7 Garage broken into Barrowmoor road, items taken including new boiler in box and copper piping.
- 8/8 Police attended Chapel street after report of young people on motorcross bikes doing wheelies.
- 12/8 criminal damage occurred to a vehicle parked at an estate in Appleby.

Crime Prevention

- 16th July - PCSOs from Eden and Carlisle arranged a workshop for pupils at Appleby grammar school entitled 'Actions have Consequences' run by Paul McGovern M.B.E. from HMP Manchester.
- 30th July - PCSO in partnership with GetSafeOnline delivered an informative talk to the British Legion Club about online scams, phone scams and cold callers.

Community Engagement

- 6th August - Operation Farmwatch took place in Cumbria. This involved Police Officers and PCSOs from the Eden Neighbourhood Policing Team working alongside Farmers, who volunteer. During the Operation vehicles were stop checked in order to detect and disrupt any criminal activity. In Upper Eden, three males out lamping and trespassing on farm land were disrupted and sent back over the border to County Durham.
- 8th August - PCSOs enjoyed positive engagement with members of the community at Appleby Show.

Non emergency number
101
www.cumbria.police.uk



CUMBRIA
CONSTABULARY
SAFER STRONGER CUMBRIA

CCC Report 21 August 2019

Gulleys

It was apparent during recent very heavy rain that not all the gulleys around Appleby were cleared in May and early June; some are still blocked with mud and dead leaves. These have been brought to the attention of CCC Highways officers and action has been promised.

Water down Drawbriggs Lane

Heavy rains also indicated that the problem of water pouring down Drawbriggs Lane and discharging at Howgate Foot and the Sands has not gone away. An underground stream, the Gar, runs underneath the road and backs up in flood conditions. Additionally water is running onto the road surface from various spots including the railway embankment, probably because of damaged culverts. Highways are reinvestigating the matter.

Buses and stops

The bus stop on Drawbriggs Lane, west of the railway bridge has been welcomed by residents, as has the assurance that the 563 Appleby-Penrith service will be secure for the next two years provided ridership is maintained. The Friday 573 service, formerly operated by Robinsons, ceased on 19 July. It is hoped that most of its route can be integrated with that of the Community bus currently operating between Warcop and Appleby, enabling a restored service to function in September. Community buses, supported by the County Council, are operated by volunteer drivers and concessionary cards cannot be used on them. Preparations are under way and - all being well - details should be made available in the next few days.

Road Markings

A few local motorists continue to leave vehicles on the bus bays south of the Moot Hall, however; if they do not move when service buses arrive, pick-up and set-down can be difficult and cause the highway to be blocked. There is also a risk that excursion coaches may not stop at all. The bus bay road markings are worn, and I have asked that they be repainted, along with the give way markings on the town bridge.

Holehird Trust

The County Council collectively acts as trustee of the Holehird estate. One of the terms of the bequest is that money from the estate is made available to good causes that are based in Westmorland and demonstrably bring community benefits, particularly to the young, old and disadvantaged. In practice c. £40,000 per annum is distributed. Typically, low single-figure sums are granted to applicants who can demonstrate that they are actively raising funds from a range of sources. Local bodies looking for funding should consider applying to Holehird.