

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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CA16 6YB

## PLANNING AND GENERAL PURPOSE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 9<sup>TH</sup> MARCH 2020 at 7.20pm

### Present:

**Chairman :** Cllr Stephenson

### Councillors:

Cllr Chalmers

Cllr Connell

Cllr Mrs Dixon –Dougherty (Mayor Ex Officio)

Cllr Dougherty

Cllr Miss Hutchinson (Deputy Mayor Ex Officio)

Cllr Pape

### Also in attendance:

Cllr Wignall

Cllr Curley

### P1/03/20 Apologies for Absence

Apologies for absence were received from Cllr Hayes and Cllr Rooke in respect of this meeting. Cllr Stephenson took the Chair.

### P2/03/20 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 an interest in relation to any item relating to The Environment Agency.

### P3/03/20 Actions from the Previous Minutes

There no outstanding actions from the previous minutes

### P4/03/20 Planning Applications

The committee **supported** the applications detailed below

20/062 <b>APPLICATION</b> Proposed new vehicular access, turning & parking area <b>ALDERSYDE ST MICHAELS LANE APPLEBY CA16 6UH</b>	20/081 <b>APPLICATION</b> T1 Beech –Remove lowest branch on west side at approx. 7m height above ground. Agreed in Site meeting with Council Arboriculturist. Branch to be removed highlighted in yellow photographs provided. Reason: Branch overhangs garden TPO No 199 Land adjacent to Battlebarrow APPLEBY. <b>11 BATTLEBARROW APPLEBY</b>
20/0140 <b>APPLICATION</b> <b>Demolition of garage and erection of two-storey side extension 18 ROMANY WAY APPLEBY CA16 6XY</b>	

### P5/03/20 Planning Decisions

The Committee noted the planning decisions listed below.

<a href="#">19/0783</a> GRANTED Full Application Extension to west elevation LOW EDGE COTTAGE BOROUGHGATE APPLEBY IN WESTMORELAND CA16 6XG	
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**ACTION**

**Clerk**

**P6/03/20 Chairman's report**

The Chairman reported to the Committee that the Bongate Weir group are to meet on the 10<sup>th</sup> March to review the responses from the recent Public Engagement Meeting. The results of that response will be discussed at the Full Council Meeting.

It was noted that the TC would contact Mr Colin Smith to advise that the Committee would only review any plans once they were submitted to EDC planning.

**Clerk**

**P7/03/20 Councillor's reports and items for future agendas**

Covid-19: Cllr Hutchinson recommended the council refer to the Public Health England guide lines and adhere to that guidance and that Council should be prepared in the event of any "deep clean" that may be required.

The TC informed the Councillors that steps have been taken to ensure that staff and visitors were aware of PHE guidelines, that appropriate signage had been erected at the PH toilets and the Market Arcade Toilets reminding people to wash their hands. At the request of Cllr Chalmers the TC will work on a Business Continuity Plan in the event that staff will need to work from home should that need arise.

Cllr Stephenson and Cllr Hayes attended the Cumbria Health Scheme and will keep members up dated with future plans.

**P8/03/20 Policies**

It was **RECOMMENDED** that the following policies be approved by Council and adopted for use.

- Complaints Procedure
- Complaints Form
- Freedom of Information
- Privacy
- Data Protection
- Standing Orders
- Freedom of Information Request
- Comments Form
- Document Retention
- Media
- Community Engagement
- Health and Safety
- ICO Certificate 2021

**ALL**

The TC has been charged with investigating the next level of the Local Council Award Scheme

**Date of the Next Meeting**

**Clerk**

Councillors noted that the next meeting of the Planning and General Purpose Committee would be held in the Moot Hall on **Monday 6<sup>th</sup> April 2020** at **7.15pm** or upon the rising of the Finance Committee.

**ALL**

**There being no further business the meeting closed at 7.30pm.**

AT THE COUNCIL MEETING ON: **WEDNESDAY 22 July 2020**  
THE COMMITTEE CHAIRMAN WAS AUTHORISED BY  
THE COMMITTEE TO SIGN THESE MINUTES TO CONFIRM  
THEIR BEING A TRUE AND ACCURATE RECORD:

Cllr Martin Stephenson

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