

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.org.uk
Facebook: Appleby-in-Westmorland
Twitter: @applebycouncil

www.applebytown.org



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

18th March 2022

Dear Councillor,

Notice is hereby given, and you are summoned to attend the ordinary meeting of **Appleby-in-Westmorland Town Council** to be held on **WEDNESDAY 23rd March 2022** at **7pm** in the Public Hall.

Members of the press and public are welcome to attend. Details about how to attend the meeting and how to comment on an agenda item are available on the Town Council Website.

Yours sincerely,

Sue Gilbertson

Sue Gilbertson - Town Clerk

A G E N D A

PART I

1. Apologies for Absence

To receive and note any apologies for absence.

2. Declarations of Interest

Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the adopted code of conduct.

3. Minutes

- To approve and authorise the Chairman to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday, 23rd February 2022** as a true and accurate record.
- To approve and authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 14th March 2022** as a true and accurate record and the Council to resolve any recommendations.
- To approve and authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 14th March 2022** as a true and accurate record and the Council to resolve any recommendations.
- To approve and authorise the Chairman of the Meeting to sign the minutes of the **Property Committee** held on **Monday 14th March 2022** as a true and accurate record and the Council to resolve any recommendations.

4. Public Participation

Receive any questions or representations which have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

ADVICE NOTE: Members of the public may make representations, answer questions, and give evidence at a meeting that they are entitled to attend in respect of the business on the agenda.

The public must make a request **in writing** to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to **three minutes**. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given (*duration: 15 minutes allowed*).

a) Receive public representations

The Chair will read out any questions, petitions or statements received in advance of the meeting from Members of the Public.

b) Receive reports from District and County Councillors

The Chair will invite any District and County Councillors present, to report to the meeting.

5. Appleby Fair update

PCSO Amanda McKirdy, Eden Community Sergeant and Emma Brass from Eden District Council will present an update on the plans for managing the lead up to this year's Appleby Fair.

6. Appleby HAZ final report

Susan Fryer from Eden District Council will present a final report on the Heritage Action Zone project.

7. Mayor's Report

To receive and note the Chairman's Report and answer any Councillors' questions.

8. Clerk's Report

To receive and note the Clerk's Report and answer any Councillors' questions.

9. Outside Body Reports

To receive and note reports from Councillors who represent the Council on outside bodies.

10. Schedule of Payments & Bank Transfers – February 2022

To authorise the Chairman to sign the schedule for payments (invoices and salaries) and bank transfers for the month of February 2022.

11. Councillors' reports and items for future agendas

Councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. (Councillors are reminded that this is not an opportunity for debate or decision making.)

12. Date of the Next Meeting

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 20th April at 7pm** in the **Public Hall**

Private Section PART II

The following is exempt information as it relates to the financial or business affairs of any person (including the authority holding that information) and personal sensitive information relating to members of staff.

There are no items in this part of the agenda.

For the attention of all Councillors:

Chairman:	Cllr Hayes	Deputy Chairman:	Cllr Chalmers
Councillors:	Cllr Anderton	Cllr Kemp	Cllr Stephenson
	Cllr Connell	Cllr Pape	Cllr K Wignall
	Cllr Curley	Cllr F Potts	Cllr T Wignall
	Cllr Dougherty	Cllr H Potts	
	Cllr Davidson	Cllr Rooke	

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Karen Lowthrop: Town Clerk
Telephone: 0137683 50177
Email: clerk@applebytown.org.uk
Facebook: Appleby-in-Westmorland
Twitter: @applebycouncil



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APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD ON WEDNESDAY 23RD FEBRUARY 2022 at 7.00pm The Supper Room, Public Hall, Appleby.

Present:

Mayor:	Cllr Hayes	Cllr H Potts
Deputy Mayor:	Cllr Chalmers	Cllr Curley
Councillors:	Cllr Anderton	Cllr T Wignall
	Cllr Connell	Cllr Stephenson
	Cllr Davidson	Cllr K Wignall
	Cllr Kemp	Cllr Pape

Also, in attendance: Karen Lowthrop Town Clerk, Sue Gilbertson, Emma Simpson, Oliver Tallis – Herald, PCSO Sally Ewbank, one Member of the Public

PART ONE

The Chairman led a minute's silence for local girl, Sophie Burns.

C1/02/22 Apologies for Absence

Apologies received and accepted from Cllr Dougherty, Cllr Rooke, and Cllr F Potts

ACTION

Clerk

C2/02/22 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.

Clerk

C3/02/22 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 19th January 2022** as a true and accurate record and the Council to approve any resolutions. Recommendations and resolutions approved unanimously.

Cllr Hayes

Committees:

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 14th February 2022** as a true and accurate record and the Council to approve any recommendations. Recommendations and resolutions approved unanimously

Cllr Davidson

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 14th February 2022** as a true and accurate record and the Council to approve any recommendations. Recommendations and resolutions approved unanimously

Cllr Stephenson

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Property Committee** held on **Monday 14th February 2022** as a true and accurate record and the Council to approve any recommendations. Recommendations and resolutions approved unanimously

Cllr Curley

04/02/22 Public Participation

Questions to be received from the public. Public Participation a) Public Representations. Members were asked whether they were content to suspend the Council Standing Orders to allow a member of the public to speak.

(a) There were no questions from the public.

(b) County and District Councillors Report

It was **RESOLVED** to receive and note Cllr Connell's report on behalf of CCC. The Clerk informed Council that a response had been sent to Highways England regarding the new A66 Supplementary plans. Council requested a representative from Highways England attend a future meeting.

Clerk

It was **RESOLVED** to receive and note Cllr Greenwood's report on behalf of Eden District Council.

C5/02/22 Appointment of Town Clerk

Cllr Hayes thanked the Staffing committee for their diligence in the recruitment process, and informed Council that Sue Gilbertson has been appointed as the Town Clerk. Cllr H Potts thanked the current Town Clerk, Karen Lowthrop for her hard work on the Moot Hall project and over the COVID pandemic. The Clerk thanked her team for the efforts they made to keep both the TIC and the Town Council active over the lockdown periods.

C6/02/22 Heritage Action Zone Project

HAZ recommended the HAZ Officer presentation was deferred until the end of the Heritage Action Zone Project in March.

C7/02/22 Police Report

The Police Report was received and noted. Cllr Chalmers thanked PCSO Sally Ewbank for attending the meeting and for all the work the Police do in Appleby.

C8/02/22 Mayor's report

The mayor's report was received and noted. Cllr Hayes thanked Hilary Wilson and Chris Braithwaite for the work they did when planting a tree for the Queen's Canopy.

C9/02/22 Clerk's Report

There was no Clerk's report for this meeting

C10/02/22 OUTSIDE Bodies Reports

ACAT: Cllr Anderton requested a discussion with the Herald regarding publicity highlighting the costs of the Christmas Lights and the need for more younger volunteers to join Appleby Community Acting Together.

Cllr Anderton

C11/02/22 Schedule of Payments

It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of January 2022, totalling **£46,972.28**. This figure includes payments of **£31,621.49** to Aura for Moot Hall repairs, **£3,750.00** to Crosby Granger for the Cloisters condition survey, employee salaries and purchases; and is inclusive of VAT.

C12/02/22 Councillors' Reports and Items for Future Agendas

Cllr K Wignall to provide update on the Queen's Jubilee Working Party to the next Planning and General-Purpose Committee meeting.

Cllr K Wignall

C13/02/22 Date of Next Meeting

Councillors noted that the next Ordinary **Meeting of the Council** will be held at the Appleby-in-Westmorland Public Hall on **Wednesday 23rd March at 7pm.**

There being no further business the meeting closed at 20.13

Private Session PART 2 –

There were no agenda items to be considered in Part 2.

AT THE COUNCIL MEETING ON: **WEDNESDAY 23rd March 2022**
THE MAYOR WAS AUTHORISED BY
THE COUNCIL TO SIGN THESE MINUTES TO
CONFIRM THEIR BEING AN ACCURATE RECORD:

CC Full Council

Appleby Town Council Police Report

Date submitted 11/03/2022

Produced by PCSO 5406 Ewbank

Crime Trends and Patterns

- A report of anti-social behaviour from a business owner in Appleby over the weekend of 19th/20th February where they had litter posted through their letterbox. Various young people have been visited at their home address & this issue has been addressed by a talk in school. We have deployed a camera in this vicinity to prevent any further issues. We are also in communication with Cumbria County Council who own the building to hopefully make some improvements.
- On Friday 19th February police received a couple of reports of 2 young lads driving an off-road motorised bike with no registrations, no helmets and no lights. The 2 lads involved were caught up by PC Hall and the incident is being dealt with.
- On 1st March we received a call from the fire service who had a report from a member of a public that they had just witnessed a group of youths set fire to a bunch of twigs and run off. Fire have been called and reported that it was a small fire and no danger to anyone and wouldn't have been a danger to anyone had it continued.

Calls for service

We received numerous calls and emails regarding a mini encampment on Broad Close car park on Sunday 6th - Monday 7th March. Police visited and engaged with the owners of the vehicle, and they advised they were moving on that day. We made contact to the owners of that car park, Eden District Council. Garry Atkinson & Marion Anthony who work for the environmental health team went to visit these families and this issue was sent to their legal team. The vehicles moved on after this visit.

School Engagements

Year 7 Project

- We have had 2 sessions with the Year 7 students on their environmental project. This month we have had a talk from Lucy from Eden Wombles. The Wombles are a group who aim to inspire, encourage and support members to clear up litter from their local area. We also got creative designing some posters / stickers with help from our local artist Karen Babayan. We have some exciting activities coming up in the next couple of months for this project - litter picking, planting trees in town & helping create a health and wellbeing area in school.

Assemblies

- PC Mattinson and I have been into the Grammar School doing an educational session to all year groups on the topic Sexting / Sexual Offences - looking at language and consequences. This was delivered appropriately to the different age groups.

Operations in Eden – Kirkby Stephen

On Wednesday 9th March Officers from Eden NPT worked with colleagues from the collision reduction team and the Driver and Vehicle Standards Agency to target HGVs using the A685 which is limited to an 18T weight restriction.

6 HGVs breached the limit and were issued with traffic reports, and a further 9 were stopped but found to be using the road legitimately. In total, 43 vehicles were stopped as part of the day of action. Other offences dealt with were mobile phone, tyre and tachograph. VOSA also prohibited 3 vehicles for numerous offences including one trailer for 12 identified faults including brakes. This issue was raised by a local Councillor and Eden NPT intend to repeat this operation.

Non emergency number
101
www.cumbria.police.uk



CUMBRIA
CONSTABULARY
SAFER STRONGER CUMBRIA



Appleby-in-Westmorland Town Council Schedule of Payments - February 2022

Barclays Current Account - Balance Brought Forward

28th February 2022

£8,989.01

Date	Supplier/Customer	Description	Amount £
02/02/2022	Cavendish Bloor	Moot Hall Quantity Surveyor fee	£1,320.00
02/02/2022	Crosby Granger	Moot Hall Architect fee	£3,193.58
02/02/2022	N W Altham	Cloisters office double glazing and door work	£215.00
02/02/2022	Eden Animal Rescue	Christmas Cards and 2022 Calendars	£469.50
02/02/2022	Lets Write	Christmas Cards	£89.60
02/02/2022	Lets Write	Christmas Cards	£157.50
02/02/2022	N W Altham	Ladies public toilets maintenance	£60.00
02/02/2022	Stan Rooke	Local newspapers	£15.00
02/02/2022	Waterplus	Moot Hall water	£55.08
02/02/2022	BT	Town Clerks mobile	£12.72
02/02/2022	Gareth Hayes	Refreshments for interview day	£15.44
02/02/2022	David Cleator	Batteries	£4.99
02/02/2022	Blue Poppy	Reimbursement of Water bill for Moot Hall	£66.68
02/02/2022	TSO Host	TIC website domain renewal	£31.13
02/02/2022	N W Altham	Public Hall boiler and Pets Pantry door	£121.00
03/02/2022	BT	TIC mobile	£18.00
04/02/2022	Barclays	Bank charges	£25.48
04/02/2022	BT	Public Hall broadband	£43.74
07/02/2022	Waterplus	Public Hall water	£84.78
10/02/2022	Barclaycard	Transaction charges	£44.00
17/02/2022	Corona Energy	Moot Hall gas	£122.44
17/02/2022	Corona Energy	Public Hall gas	£97.33
17/02/2022	Corona Energy	Public Hall back gas meter	£198.06
18/02/2022	Graham Allan	Village and Walks in Eden Books	£145.00
18/02/2022	Inspired by Lakeland	Christmas books	£84.00
18/02/2022	Hospice at Home	Christmas cards	£590.00
18/02/2022	Pete Osborn	Wood giftware	£200.90
18/02/2022	A Year in The Upper Eden Valley	2022 calenders	£180.00
18/02/2022	Josh Ledbury	Dowpitts Wood safety survey	£550.00
18/02/2022	North Westmorland Arts	50% of Public Hall piano service	£125.00
18/02/2022	Eden District Council	Footway Lights maintenance and supply	£959.95
18/02/2022	Sue Gilbertson	January Finance costs	£470.00
18/02/2022	Penrith Ramblers - Graham Allan	Walks in the Penrith Area Books	£32.00
18/02/2022	Graham Allan	Village and Walks in Eden Books	£217.50
18/02/2022	Society of Local Councils	Joining and Membership fee	£230.00
18/02/2022	Emma Simpson	Various stationery items	£22.52
18/02/2022	Eden District Council	Moot Hall rates	£158.00
23/02/2022	Sage	Accounting software subscription (last payment)	£62.40
23/02/2022	Document Solutions	Monthly printing usage	£49.41
23/02/2022	Urbaser	Public Hall bins	£20.45
23/02/2022	Orona	Lift contract for 3 months	£267.59
23/02/2022	Aura Ltd	Building Repairs costs Certificate No 5	£14,269.59
23/02/2022	Cavendish Bloor	Moot Hall Building Surveyor fee	£1,320.00
23/02/2022	Crosby Granger Architects	Moot Hall Architect fee	£3,193.58
23/02/2022	Walkers Windows	Public Hall window cleaning	£40.00
23/02/2022	Opus Energy	Blue Poppy electricity	£302.93

23/02/2022	David Cleator	TIC replacement lamp	£7.99
23/02/2022	Karen Babayan	Appleby Tree Arts Project	£1,730.00
23/02/2022	Eden Artisans Exhibit	Glassware gifts	£254.10
23/02/2022	Gareth Hayes	Tree compost and cable ties	£8.80
23/02/2022	Staff Salaries	February Salaries	£5,221.17
23/02/2022	HMRC	February NI and Tax	£1,213.18
24/02/2022	BT	Landline and broadband	£160.78
25/02/2022	Opus Energy	Blue Poppy	£27.17
28/02/2022	Chubb	Monthly alarm charges	£54.78
28/02/2022	Appleby Community Acting Together	Appleby Christmas Cards	£185.00
28/02/2022	Waterplus	Public Hall water	£133.77
Total Payments for February 2022			£38,948.61

Barclays Current Account

£33,011.39

Barclays Savings Account

£7,951.92

Cumberland Reserve Account

£118,631.70

Transfers:

From

To

	None this month	
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Signed:

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Date:

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