

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk  
Telephone: 01763 51277  
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

## PROPERTY COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 13<sup>TH</sup> JUNE 2022 at 8.11PM

### Present:

Cllr Anderton (Chairman)  
Cllr Connell  
Cllr Curley  
Cllr Davidson  
Cllr Dougherty  
Cllr Hayes (Mayor ex Officio)  
Cllr Pape  
Cllr H Potts

### Also, in attendance:

Cllr Kemp  
Cllr Stephenson (Deputy Mayor ex Officio)  
Cllr Wignall  
Town Clerk  
Town Clerk's Assistant

### PR1/06/22 Apologies for Absence

Apologies received and accepted from Cllr Chalmers.

### PR2/06/22 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.

### PR3/06/22 Actions from the Previous Minutes

- **Dowpitts Wood and Memorandum of Understanding with Oaklea Trust:** The Clerk has drawn up a MoU for use of Dowpitts Wood by Oaklea Trust, which Cllr Curley has reviewed and commented on. The MoU includes clarification on usage terms and insurance liability.
- **Insurance Cover:** Another quote has been received for the Council's insurance, although it would appear that our current provider still looks to be the most competitive, despite the price increase from last year.
- **Market Arcade Toilet Cleaning Contract:** An Invitation to Tender went out for the cleaning of the Market Arcade Toilet to see if a more competitive rate could be attained, however despite receiving some initial enquiries, no formal responses were received. The Clerk reported that there had been damage to the toilet doors and door frames over the weekend, resulting in the doors having to be screwed shut. Additionally, the water pressure gauge wasn't strong enough to cope with all the flushing, meaning some sewerage had come up from the drains and run into the foyer of the Public Hall. Although the toilets had to be closed on Sunday afternoon, they were back up and running on Tuesday morning. The Clerk thanked the cleaners for the additional cleaning done over Horse Fair, and Nigel Altham for the quick repairs to the toilet doors.

It was **RECOMMENDED** to Full Council that the £850 per month for the Urbaser Market Arcade Toilets Cleaning Contract was **approved**.

- **Fair Hill Grazing License:** The 10 month Grazing License for 22/23 was given to Winter Brothers Farm. No other bids were received.
- **West Cloisters and 4 Market Arcade Leases:** The Clerk reported that both leases had gone out to tender and multiple bids were received. The sealed bids were opened by the Clerk and Cllr Hayes, and then marked independent by the Clerk and Cllr Anderton using a numbering system. West Cloisters was awarded to Appleby Business Services with an official lease start date of Thursday 23<sup>rd</sup> June. 4 Market Arcade was awarded to Happy Paws Grooming, with an official lease start date of Monday 27<sup>th</sup> June.

It was **RECOMMENDED** to Full Council that the lease for West Cloisters be granted to Appleby Business Services, from the week beginning 20<sup>th</sup> June.

Clerk

Full  
Council

Full  
Council

Full  
Council

It was **RECOMMENDED** to Full Council that the lease for 4 Market Arcade be granted to Happy Paws Grooming, from the week beginning 20<sup>th</sup> June.

- **Plague Stone:** The Clerk reported on behalf of an absent Cllr Rooke. Cllr Rooke has made enquiries to Pigney's regarding a protective case for the Plague Stone to be displayed on the south elevation of the Moot Hall. Cllr Connell reported that no planning permission was needed due to the stone being moveable.
- **Civil Marriage License for Moot Hall:** The Clerk informed Council that the cost of a license for 3 years is £1,500. It was agreed that the Clerk would speak to the Clerk at Cockermouth Council who have a license for one of their buildings and report back to the next Property committee meeting

Cllr Rooke

Clerk

**PR4/06/22 Chairman's Report**

There was no report in respect of this meeting.

**PR5/06/22 Moot Hall & Cloisters Update**

The Clerk reported some snagging items were still to be completed before the payment of the last invoice to the building contractors. It was felt that although the project had started well and the initial building repairs were completed to a high standard, some of the finishing off towards the end of the project were sloppy and the builder contractors had let themselves down.

The Low Wiend road closure is due to go into effect on Monday 20th June. The Clerk has met with the director and site manager of DecUK, Kendal, who won the tender, and he seems confident the work will be completed by the end date of September. Cumbria County Council's Library Services Manager has given permission for the builders to use some of the parking to the front and the rear of the library, which has avoided the need to cordon off any of the parking bays by Low Cross.

**PR6/06/22 Councillors' reports and items for future agendas**

- Cllr Hayes informed committee of plans for a new sign to be hung on the existing brackets outside the Public Hall. It had been raised that the Public Hall was difficult to find from the street if the black doors are not open.

Clerk

**PR8/06/22 Date of the Next Meeting**

To note the next meeting of the Property Committee will be held in the Moot Hall on **Monday 11<sup>th</sup> July 2022 at 7:45pm, or at the rising of the Planning and G.P. Committee**

**There being no further business the meeting closed at 8.51pm**

AT THE COUNCIL MEETING ON: **WEDNESDAY 22<sup>nd</sup> June 2022**

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

---