

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD ON WEDNESDAY 25TH JANUARY 2023 at 7.00pm at the Moot Hall

Present:

Mayor:	Cllr Hayes	
Deputy Mayor:	Cllr Stephenson	
Councillors:	Cllr Anderton	Cllr Kemp
	Cllr Connell	Cllr F Potts
	Cllr Davidson	Cllr Rooke
	Cllr Heap	

Also in attendance: Town Clerk, Clerk's Assistant, Rev Roger Collinson (Mayor's Chaplain), Nicola Elliott, Karen Greenwood, Andrew Keough (Herald).

Rev Roger Collinson opened the meeting with a prayer.

Cllr Hayes welcomed back Cllr F Potts after his period of dispensation. Cllr F Potts passed on his family's thanks for all the support and messages, after the passing of Cllr H Potts.

PART ONE

C1/01/23 Apologies for Absence

Apologies received from Cllr Chalmers, Cllr Curley and Cllr Pape.

C2/01/23 Declarations of Interest

Cllr Connell declared a personal interest in any items on the agenda that relate to Cumbria County Council, Eden District Council and the new Westmorland & Furness Council. Cllr Anderton declared a personal interest in any items relating to Fair Hill as a neighbouring property.

C3/01/23 Minutes

Council:

It was **RESOLVED** to authorise the Chair of the meeting to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 21st December 2022** as a true and accurate record and the Council to approve any resolutions. Recommendations and resolutions approved unanimously.

Committees:

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Finance** Committee held on **Monday 16th January 2023** as a true and accurate record and the Council to approve any recommendations.

- The Recommendation to accept the Management Accounts for December 2022 was approved.
- The Recommendation to accept the Precept Budget for 2023-2024 were approved. The Clerk's office have produced a A4 flyer, which gives details of the precept and information about the cost to householders. This will be published on the Council noticeboard, website and available as a hardcopy.

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Planning & General Purpose** Committee held on **Monday 16th January 2023** as a true and accurate record and the Council to approve any recommendations.

- The Recommendation to contribute £600 to support the Kirkby Stephen to Penrith Saturday Bus Service was approved.

ACTION

Cllr Hayes

Cllr
Davidson

Cllr
Stephenson

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Property Committee** held on **Monday 16th January 2023** as a true and accurate record and the Council to approve any recommendations.

- The Recommendation to approve progressing Low Wiend Signage on West Cloisters was approved.
- The Recommendation to approve the electrical re-wiring of 1&2 Market Arcade based on the quote received..

**Cllr
Anderton**

C4/01/23 Public Participation

a) Karen Greenwood wanted to pass on thanks to the building contractors DecUK and all their work on the Cloisters. It has been noticed how beautiful the area now looks.

b) County and District Councillors Reports

County Council Report:

The County Council Report from Cllr Connell was received and noted.

- The A66 are holding additional drop-in sessions in Warcop and Kirkby Thore in relation to some minor changes to the project, none of which have any direct impact on Appleby.
- The County Council's portion of Household Council Tax is uniform across the county, but the Council Tax across the Districts has varied. Westmorland and Furness Council are unifying all Council Tax across the area, so all residents across the new Borough will all be assessed at the same rate.

District Council Report:

The District Council Report from Cllr Connell was received and noted.

- Work continues on Voreda House, which will host a single site for various Westmorland & Furness functions, including the Locality Board, as well as a public service hub for Eden residents.
- It was also noted that grants were available from EDC for homeowners who needed their heating systems repairing or servicing. All funds need to be allocated by 31st March, so residents are encouraged to apply asap.
- Holocaust Memorial Day is on Friday 27th January. Penrith Town Hall will be lit up purple in commemoration. There will also be a service of remembrance in St Lawrence's Church at 7pm.
- Cllr Stephenson commented that things were starting to come together at the Heritage Centre and praised the all-round efforts to get the Centre back up and running again.

C5/01/23 Police Report

The Police Report was received and noted.

- Cllr Heap commented about the positive response and action taken regarding 'knock n dash'. The Councillors thanked PCSO Ballantyne and her colleagues for the work they do in town and with both the Primary and Grammar Schools.

C6/01/23 Chair/Mayor's Report

The Mayor's Report was received and noted. It was reported that:

- The Area Planning Group facilitated by CCC's Community Development Officer are continuing to meet regularly. One idea being developed is a 'blue plaque' type scheme, to commemorate famous people who had or have connections with Appleby. Cllr Hayes asked Councillors to let him or Cllr Stephenson know of any ideas they may have.
- It was noted that Manny is leaving Appleby Railway Station after 15 years of service. The Council agreed to pass on a gift as a thank you for all his years of service at Appleby.
- On Monday the town clock stopped due to the power cut in town. Cllr Connell reported that only the service company can touch the hands of the clock, so the only way to restart it, is to do it at the exact time it stopped which he had done at 10.20am this morning.
- Cllr Hayes thanked ACAT for all their hard work on this year's Christmas lights. Cllr Anderton reported that the lights would be switched off on 31st January and taken down on 5th February.
- The Northern Belle train will be stopping in Appleby on Saturdays 1st, 22nd and 29th April and 27th May. The TIC staff are coordinating activities during these stops and will send information to everyone once the stopping times are confirmed. It was agreed to open the Council Chamber for these dates.

C7/01/23 TIC Manager's Report

The TIC Manager's Report was received and noted.

- Tourism generally hasn't returned to the pre-Covid 2019 numbers, however Appleby TIC visitor numbers and income for the current year is very similar to 2019 figures, despite operating on reduced opening hours.
- November and December have both been very good for sales and around £4,800 has been raised for many local and national charities from the sale of Christmas cards and calendars.
- Costs are being cut wherever possible, including sticking to shorter opening hours and closing on Sundays. No extra member of staff had been employed during the summer. The TIC Manager thanked Cllr Stan Rooke for all his help during busier periods.
- Although the cost of running the TIC is partially mitigated by sales, it was important to remember that it also provides a valuable community service and that a good proportion of staff time is spent dealing with residents and local businesses, while also serving as a front of house for the Town Council.
- The most similar TIC models are Kirkby Stephen and Kirkby Lonsdale, who generate about half as many visitors and income and that Appleby TIC also has higher visitor numbers than Penrith, which is open more hours and has higher running costs.
- Appleby Council do well to support the TIC, and many compliments are received about having such a valuable asset in the town. It is something the Council should be proud of.
- The staff also run the TIC social media pages and website, and produce their own guides, such as where to eat, local accommodation, local walks, etc. The TIC team also lead on and support local projects, most recently being the Fiver Fest, Jubilee Celebrations and the Platinum Playground Project.
- Data is now being collected daily to establish what percentage of visitors are tourists, residents and businesses, and also what they are coming in for, eg. to make a purchase, where to go, directions, local services, etc. The data shows clearly that although tourist visitor numbers decrease during the winter months, the number of residents visiting the centre increases quite dramatically. This is an ongoing exercise, so more data will be collected over the year, which will show the trends.

Cllr Stephenson thanked Nicola for her report and commented that having such useful information will prove beneficial demonstrating how the TIC is a valuable community asset and might prove useful as evidence for any future funding opportunities. Cllr F Potts agreed that the data can be used to justify the cost of running the TIC and praised the obvious passion the TIC team have for Appleby.

Cllr Rooke commented that after spending a lot of time in the TIC, all three members of staff have a vast knowledge and should be commended for all the hard work they do.

The Clerk confirmed that the TIC manager would report to Full Council quarterly to give an update and answer any questions Councillors may have.

C8/01/23 Clerk's Report

The Clerk's Report was received and noted.

- A statement has been published by EDC Planning Dept in relation to the secondary compound planning application for the Doomgate Culvert project. The planning application has received a number of public objections, so the Environment Agency have written a statement to clarify why certain actions are necessary and explain how they hope to mitigate some of the concerns people have expressed. The statement also included clarification that Appleby Town Council had not objected to the planning application, but had made a recommendation that the EA make contact with the Cricket Club to hear their concerns as immediate neighbours to the compound and help to resolve any issues. Cllr Stephenson highlighted that although the site was not ideal, no alternative area has been identified and there is no where else suitable for the compound to go. It was noted the whole project could be delayed yet again if these issues were not resolved. Cllr Anderton endorsed what Cllr Stephenson said and reminded all that the people living in that area should be able to have suitable flood defences.
- The Cloisters project is now complete, with the final cleaning of the public arcade area done on Monday, which has made this look a lot cleaner and tidier. There are some issues with the re-painting of the church gates, however the contractors are aware of this and will put right in due course. All invoices to the contractors and architects have been paid up to date (minus the 2.5% retention), and the final EDC grant claim has been submitted and is being processed. Cllr Stephenson commented the Cloisters is looking as good as it has done in years, and he hopes people will be respectful of all the money and effort that has gone into the improvements and look after the area.
- The Moot Hall has developed some issues at the south elevation, with the render starting to crumble on both corners. Photos have been sent to the architects, however there will likely be no action until the weather is warmer and drier. The 2.5% retention will be held back until all snagging items are resolved.

- The Platinum playground fundraising project is still progressing well. Four grant applications have been submitted in the past month, totalling around £50k and another three are due to be submitted in the next week or so.
- Cllr Stephenson and the Clerk attended a meeting with the Co-op to discuss concerns over pedestrian safety and parking issues. The Co-op were very helpful about the issues identified and had a number of useful proposals to help resolve these and will revert back to the Council once they have checked property boundaries, etc. Some of the issues of concern will most likely fall under Cumbria Highways jurisdiction. An update will be taken to the February planning committee.
- The Clerk commented that as a relatively new Clerk, she has been very pleasantly surprised with the responses to the many reports to the various authorities that are made from the office and that for the most part they are all dealt with extremely efficiently and professionally.

C9/01/23 Outside Body Reports

There were no outside body reports.

C10/01/23 Schedule of Payments

It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of December, totalling **£50,831.84**. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

Cllr Hayes

C11/01/23 Councillors Reports and Items for Future Agendas

- The Clerk reported that a resident had complained about the frequency of the traffic wardens visiting Appleby, as they had noted that they had recently been 3 times in 5 days. The Council agreed that if people were parked legally then the visits of the traffic wardens would not pose an issue. When Doomgate Culvert project begins, the parking issues will increase, so there needs to be a high turnover of spaces for visitors.

C12/01/23 Dates of the Next Meeting and important additional dates

Councillors noted that the next Ordinary **Meeting of the Council** will be held at the **Moot Hall** on **Wednesday 22nd February 2023 at 7pm**.

Full Council

There being no further business, Part 1 of the meeting closed at 8.12pm.

Rev Roger Collinson (Mayor's Chaplain), Nicola Elliott, Karen Greenwood, Andrew Keough (Herald) left the meeting.

AT THE COUNCIL MEETING ON: WEDNESDAY 22nd FEBRUARY 2023
THE MAYOR WAS AUTHORISED BY THE COUNCIL TO SIGN THESE MINUTES TO
CONFIRM THEIR BEING AN ACCURATE RECORD:
