

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD ON WEDNESDAY 22ND MARCH 2023 at 7.00pm at the Moot Hall

Present:

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

Also in attendance: Town Clerk, Clerk's Assistant, Rev Roger Collinson, Oliver Swann (MoP)

PART ONE

C1/03/23 Apologies for Absence

Apologies received from Cllr Curley.

C2/03/23 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.

Cllr Anderton declared a personal interest in any items relating to Fair Hill as a neighbouring property.

Cllr Stephenson declared a personal interest in item 5, due to a family member working for the Environment Agency.

C3/03/23 Public Participation

There were no representations made by attending members of the public.

C4/03/23 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 22nd February 2023** 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** meeting held on **Monday 13th March 2023** as a true and accurate record and the Council to approve recommendations as follows:

- That Cllr Pamela Davidson be appointed as Chair of the Finance Committee and Cllr Paula Heap be appointed to the Finance Committee as Deputy Chair.
- To accept the Management Accounts for February 2023.
- To remove Cllr Hayes and add Cllr Curley as signatories on the Hannah Kennington Charity account.
- To apply for a Barclays debit card with a limit of £500 to pay for incidental purchases which can't be paid by invoice. The Barclays documents were signed by Cllr Stephenson as Chair of the Council.
- To accept the updated Financial Regulations as circulated to Councillors.
- To approve expenditure of up to £4,000 for the installation costs of the cast iron fingerposts and noticeboards. This amount represents 50% of CCC's estimate of £8,000 to carry out the work. The Clerk proposed that £2,000 should be applied for from one of the Charity accounts towards these costs.

ACTION

Cllr
Stephenson

Cllr
Davidson

Cllr
Stephenson

Clerk

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Planning & General Purpose** Committee held on **Monday 13th March 2023** as a true and accurate record and the Council to approve any recommendations.

- Recommendation to accept and sign the following policies: Community Engagement, Media, Privacy, Document Retention, Fire Safety.

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Property** Committee held on **Monday 13th March 2023** as a true and accurate record and the Council to approve any recommendations.

Cllr
Stephenson

Cllr
Anderton

C5/03/23 District and County Councillors Reports

- **Cumbria County Council:**

Cllr Connell reported that the Council Tax for Westmorland and Furness has increased for a number of reasons, including that all existing contracts and liabilities from the previous Councils are being carried over to the new authority. On a positive note, the current County Council's Community Development Officer for Eden who works with the Council on the Local Action Plan will remain in post at the new authority and will continue to lead on this.

Cllr Connell also reported on two local issues:

- The work that has been scheduled in for some time for the repair of Bandley Bridge has now started and the bridge is currently closed.
- A piece of metal has surfaced on the riverside path near the steps up to the Grammar School and is scheduled for removal.

- **Eden District Council:**

Cllr Greenwood informed the Council that it was her final meeting as an EDC Councillor and thanked Appleby Town Councillors and Officers for all their help and support since starting her role in July 2016. The joint collaborative working and good relationships have meant many positive outcomes have been achieved for Appleby. Cllr Stephenson thanked Cllr Greenwood for her hard work, and passed on Appleby's gratitude for the funding received from EDC over the years. The Council wished Cllr Greenwood well.

Cllr Connell reported that although the waste collection date has changed to Monday, the recycling date has not changed and is still on Wednesday. Urbaser the contractors have setup a helpline to report any issues and answer any queries from residents.

C6/03/23 Police Report

The Police report was received late and will be distributed to Councillors after the meeting.

Cllr Anderton reported a car parked outside the Grammar School which was proving to be an issue at school pick up times. It was parked in a place that meant the buses sometimes struggled to get past. The Clerk ask Cllr Anderton to take a photo so it could be reported to the PCSO and resolved.

Cllr
Anderton/
Clerk

C7/02/23 Chair/Mayor's Report

There was no Mayor's report in regard to this meeting.

C8/03/23 Clerk's Report

The Clerk's Report was received and noted.

- The local Parish Elections are being held on Thursday 4th May. Nomination forms are available from the Town Clerk's office or Penrith Town Hall. A new ID requirement has come into effect this year, which means that voters need to bring Photo ID to polling stations when voting in person. Cllr Stephenson suggested that should there be an election in May, this information needs be publicised. The Clerk confirmed that everyone registered to vote will receive a voting card even if there is no election, and all relevant information regarding the new ID requirements will be outlined on the voting card.
- The Environment Agency are setting up display boards in the TIC Exhibition Room from Friday 24th March, ahead of their Information Event on Monday 3rd April. The Appleby Floodhub page is also scheduled for publication at the end of this week. The EA have reported that they have received a significant number of emails to the Appleby FRMS direct email.
- The Platinum Playground fund is now up to almost £50k, with a number of outstanding grant applications still pending a decision.
- The Northern Belle train is stopping in Appleby three times in April and once in May, however the train is only stopping in Appleby for an hour and a quarter, so passengers won't have a great amount of time in town. The Rotary Club have offered to meet and greet passengers and run a minibus service for anyone with mobility issues.

- On Monday, the Council Chamber hosted an award ceremony for Appleby Smarter. Alan McViety, Cumbria's High Sheriff presented them with an award for their services to Appleby, which the group has been doing for 10 years.

C9/03/23 Nominations for Mayor for the Civic Year Commencing May 2023

Cllr Anderton nominated Cllr Stephenson to serve as Mayor for the next Civic Year commencing May 2023. Cllr Stephenson has lived in Appleby all his life, and has stepped up in a difficult situation following the resignation of the previous Mayor. After no other nominations, this was seconded by Cllr Potts, with all in favour.

Cllr Stephenson thanked Cllr Anderton and agreed to accept the honour of serving as Mayor in 2023.

C10/03/23 Local Parish Council Elections – May 2023

This was covered in The Clerk's report. The Clerk reminded Councillors that they could pop in with their completed forms to have them checked before submission. The Notice of Election has been publicised on the Council noticeboard, website and via social media.

C11/03/23 Proposed reorganisation of Meetings

The Clerk proposed the following changes to Council Meetings:

- Rearranging the order of Committee meetings: It was **recommended** the Planning & General Purposes Committee meeting be moved to the beginning of the committee evening, as this is usually the meeting that most members of the public want to attend, so it will be more convenient to them. All in favour.
- Public Participation at Full Council meetings: It was **recommended** the Public Participation item of the meeting is moved to the beginning of the agenda, which would allow any members of the public who attend to make a personal representation to leave after doing so, if they didn't want to stay for the whole meeting. All in favour.
- Cllr Connell **proposed** that to make the start times of all Council meetings consistent, the Full Council meeting was changed to start at 6.45pm instead of 7pm. All in favour.
- Recording Council meetings: it was **recommended** that all Council meetings are audio recorded and kept on file to help clarity and to keep as a record. The Clerk clarified that Council minutes are not meant to be a verbatim report, rather to record actions and decisions. Cllr Stephenson advised some technical equipment may need purchasing however agreed with the idea. All in favour, with one abstention.

C12/03/23 Outside Body Reports

- Cllr Anderton reported she had attended the Foundation Governors meeting, the first in 3 years and she would be attending the Academy Governors meeting on Thursday 23rd.
- Cllr Stephenson reported he had attended the Local Area Planning meeting on Tuesday 21st, alongside Cllr Connell and the TIC Manager, with the next meeting due to take place in a couple of months. The Clerk reported that the Council had received £2,500 from Cumbria County Council to help deliver the outcomes of the Area Planning meeting.

C13/03/23 Schedule of Payments

It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of February, totalling **£17,303.36**. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

Cllr Stephenson

C14/03/23 Councillors Reports and Items for Future Agendas

- Cllr Kemp reported that the new sign put up at Jubilee Bridge, advising people to check the depth gauge before crossing was very confusing, as there is no depth gauge in sight. It was confirmed by the Clerk that this has already been noted and will be actioned.
- Cllr Potts asked about the retention in relation to the Moot Hall building repairs, as he was concerned that were some areas of the lime render crumbling. The contractors are aware, however are waiting for warmer weather before returning to site to sort the snagging issues.
- Cllr Stephenson reported that planning permission for Edenside had finally been approved and it was likely that demolition of the building would be starting soon. Oaklea have said they will keep the Council informed when their plans and timeframes have been confirmed. The Flood Risk scheme will also mean the new building and its residents will have more protection than the previous site. Cllr Anderton asked whether the rose bushes at the front of the building could be kept, as when in flower they are beautiful. Cllr Stephenson also mentioned there was a Rotary plaque in the flower beds that needed retrieving, so the rose bushes could be asked about at the same time.

Clerk

Clerk

C15/03/23 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 19th April 2023** at the new time of **6.45pm**.

The Clerk reminded all councillors that due to Easter Monday, the next committee meetings are to be held on **Tuesday 11th April** at **6.45pm**.

The Town Meeting is also being held on **26th April**, however an email will be sent to all outlining important dates in the following few months.

There being no further business, the meeting closed at 7.59pm.

Full Council

AT THE COUNCIL MEETING ON: **WEDNESDAY 19th April 2023**
THE MAYOR WAS AUTHORISED BY THE COUNCIL TO SIGN THESE MINUTES TO
CONFIRM THEIR BEING AN ACCURATE RECORD:

Cllr Curley
