

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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## Appleby Town Council Minutes For the meeting held in the Moot Hall Monday 22<sup>nd</sup> May 2023 at 6.45pm

### Councillors Present:

Cllr Davidson (Chair)	Cllr Pape
Cllr Chalmers (Co-opted)	Cllr Potts
Cllr Heap	Cllr Railton
Cllr Kemp	Cllr Rooke
Cllr Mycock	Cllr Turnbull (Co-opted)

### Also in attendance:

David Johnson - Mace Bearer  
Roger Collinson – Mayor's Chaplain  
Town Clerk and Clerk's Assistant

### C1/05/23 Apologies for Absence

Apologies received from Cllr Anderton, Cllr Connell and Cllr Curley.

### C2/05/23 Declarations of Interest

There were no declarations of interest in respect of this meeting.

### C3/05/23 Co-option to the Bongate Ward

*This agenda item took place after C4/05/23.*

It was agreed unanimously to co-opt Phillipa Turnbull and Jim Chalmers as Councillors for the Bongate Ward, who signed their Declarations of Acceptance of Office, as witnessed and duly signed by the Town Clerk.

The newly co-opted Councillors, Cllr Phillipa Turnbull and Cllr Jim Chalmers, were welcomed to the Council and took their seats on Bongate Ward at 7.02pm.

### C4/05/23 Declaration of Acceptance of Office

All newly elected Councillors present at the meeting signed their Declaration of Acceptance of Office, as witnessed and duly signed by the Town Clerk.

### C5/05/23 Public Participation

There were no members of the public in attendance and no representations were made.

### C6/05/23 Minutes

- **Ordinary Meeting of the Council Minutes**

It was **RESOLVED** to authorise the Chair of the meeting to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 19<sup>th</sup> April 2023** as a true and accurate record and the Council to approve any resolutions. Recommendations and resolutions approved unanimously.

- **Planning and General-Purpose Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Planning & General-Purpose** Committee meeting held on **Monday 15<sup>th</sup> May 2023** as a true and accurate record

and the Council to approve any recommendations. All recommendations were approved unanimously.

- **Finance Committee Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Finance** Committee meeting held on **Monday 15<sup>th</sup> May 2023** as a true and accurate record. All recommendations were approved unanimously.

- **Property Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Property** Committee meeting held on **Monday 15<sup>th</sup> May 2023** as a true and accurate record and the Council to approve any recommendations. All recommendations were approved unanimously.

### **C7/05/23 Town Meeting Minutes**

The Council noted the actions that had been raised from the Annual Town Meeting held on Wednesday 10<sup>th</sup> May 2023. These will be brought to the next Full Council meeting.

### **C8/05/23 Unitary Authority Reports**

The Westmorland & Furness report was received and noted. It was highlighted by the Clerk that the Locality Boards for each of the three 'districts' of the new authority are expected to carry out most of the functions previously undertaken by the District Councils and the County Council Local Committees, although some functions will be managed centrally. There will also be an Eden Planning Committee.

### **C9/05/23 Police Report**

The Police Report was received and noted. The noise and vandalism in Broad Close Toilets was brought up, with Cllr Chalmers reporting that some residents of Chapel Street have raised noise complaints regarding boy racers in the around the car park and Chapel Street. Cllr Potts asked if the PCSOs were planning to attend Council meetings as they had done previously from time to time and the Clerk reported that she had raised this with PCSO Sally Ballantyne who confirmed that she was happy to do this when her shifts allowed. The Clerk also reminded Councillors that PCSO Sally has a drop-in session once a month in the TIC and it was agreed to get the dates of the next sessions and publicise them in case people weren't aware of them. The noise issues with mopeds was also raised, with all comments to be reported back to the PCSO.

**ACTIONS:** Clerk to speak to PCSO regarding moped noise and boy racers in Broad Close.

### **C10/05/23 Mayor's Report**

The Mayor Elect reported on the recent events and duties she had attended, which had included the Coronation crown judging competition, which had been well received with many entries. She had also attended the Rotary Car Rally on 11<sup>th</sup> May and attended the service for the two new Reverends in St Lawrence's Church.

### **C11/05/23 Clerk's Report**

- **MASCGG**

The Clerk had attended a MASCG meeting earlier in the day and reported as follows:

- extra policing in Appleby and surrounding areas will be in force from Wednesday 3<sup>rd</sup> June
- the reception at Appleby police station will be open this year from 12-4pm from Thursday 4<sup>th</sup> to Sunday, 7<sup>th</sup> June
- PCSO Ballantyne is engaging with schools to ensure the safety of all school children on the walk to and from school
- the direct Appleby 101 option will be available from Thursday 25<sup>th</sup> May

- the one-way road system around Roman Road/Station Road/Garbridge Lane will be in place again for the duration of Horse Fair weekend
  - The Midland and Grapes are the only public houses that will be open in Appleby town over the weekend, with other public houses closing on either 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>
  - on street drinking will be allowed on the Sands only during the period the road is closed
  - there will be a temporary bar in one of the fields opposite Salt-tip Corner
  - the evening CAG meetings will not be held this year as they have not been well attended, but alternative ways of reporting issues online will be in place
  - All councillors were reminded about the Pre-Fair meeting being held on Wednesday 24<sup>th</sup> May, it was highlighted there will be a mobile microphone system for those asking questions as previously some sound was lost.
- **Moot Hall**

The building contractors will be on site on Wednesday 24<sup>th</sup> May to begin work on the snagging list items.

- **Year End**

The year end accounts have been completed by the Clerk and the accountant, so will be finalised this week. Once the internal auditor has signed them off, this will enable the AGAR to be completed and submitted to the external auditors.

- **563 Saturday Bus Service**

The Clerk from Kirkby Stephen has reported to the Clerk that the Saturday 563-bus service between Penrith and Kirkby Stephen has been very well supported by all age groups. The frequency of the bus schedule means more people have been inclined to use the service. Timetables are available from the TIC.

- **Civic Service**

The Civic Service date has changed, and it is now being held on Sunday 18<sup>th</sup> June 2023. All councillors are encouraged to attend.

### **C12/05/23 Outside Body Reports**

An invitation to all councillors has been received by the Ormside Education Centre to their official opening on Wednesday 31<sup>st</sup> May. This will be circulated to Councillors by email.

### **C13/05/23 Schedule of Payments & Bank Transfers – April 2023**

It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of April, totalling **£16,201.98**. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

### **C14/05/23 Councillors' reports and items for future agendas**

- Cllr Railton reported the residents of Friary Fields have asked whether a recently excavated medieval penny could be stored and possibly displayed in the Moot Hall.
- The Clerk asked for Heritage Open Day to be discussed at the next committee meeting, as the theme for 2023 was Creativity Unwrapped.
- Cllr Mycock reported the issues with bad lighting on both Low and High Wiend. The Clerk confirmed this has previously been reported by Cllr Pape and has been reported to Westmorland & Furness Council. It was also mentioned that the road surfaces on both High Wiend and Holme Street are in a bad state of disrepair. Cllr Mycock will send some photos of the areas.
- Cllr Mycock also raised the issue regarding Christmas Lights and Bunting, and the health and safety risks surrounding the installation and removal of these. The ACAT committee isn't particularly well supported currently, and it usually falls to one person to install and remove the lights. Cllr Potts advised that the liability and risk assessment isn't the responsibility of

Appleby Town Council. It was agreed that the Clerk would make enquiries with other Council's to find out about their Christmas lights arrangements.

**ACTIONS:** to add Friary Fields excavated penny to next Planning agenda, Cllr Mycock to send photos of bad road surfaces to Admin to report, Clerk to make enquiries with other Councils to find out about Christmas lights arrangements.

### **C15/05/23 Next Meeting**

To note that the Ordinary Meeting of the Council will be on **Wednesday 21<sup>st</sup> June 2023** at **6.45pm** in the Moot Hall.

To note that the **Annual Meeting** of the Council will be held on **Tuesday 30<sup>th</sup> May 2023** at 12 noon in the Moot Hall.

To note that **Civic Service** will be held on **Sunday 18<sup>th</sup> June 2023** at 10.45am in St Lawrence's Church. The programme will be sent to Councillors prior to the day.

There being no further business, the meeting closed at 7.49pm.

At the Council Meeting held on **Wednesday 21<sup>st</sup> June 2023**, the Chairman of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:

*Duncan Curley*

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