

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk
Town Clerk's Office
Telephone: 017683 51177
Email: clerk@applebytown.org.uk
FB: Appleby Town Council



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

www.applebytown.org

Appleby Town Council Minutes for the meeting held in the Moot Hall Wednesday 21st June 2023 at 6.45pm

Councillors Present:

Cllr Curley (Chair)	Cllr Pape
Cllr Chalmers	Cllr Potts
Cllr Connell	Cllr Railton
Cllr Heap	Cllr Rooke
Cllr Kemp	Cllr Swann
Cllr Mycock	Cllr Turnbull

Also in attendance:

David Johnson - Mace Bearer
Roger Collinson – Mayor's Chaplain
Town Clerk and Clerk's Assistant
Appleby TIC Manager
7 members of the public

C1/06/23 Apologies for Absence

Apologies received from Cllr Anderton and Cllr Davidson.

C2/06/23 Declarations of Interest

Cllr Connell declared an interest in relation to any items on the agenda relating to Westmorland and Furness Council. Cllr Railton declared an interest in relation to planning application 23/0360, as he is a Director of Eden Heritage, who were engaged to carry out archaeological work for the development.

C3/06/23 Public Participation

Two residents were in attendance to discuss issues regarding Broad Close car park. The residents live directly opposite the car park and raised concerns regarding antisocial and potential criminal behaviour, including speeding down Chapel Street. Although the residents have reported these issues to the police, they are requesting the support of the Council to initiate traffic calming measures and look at ways to reduce the problem.

The Clerk reported that the PCSO was unable to attend the meeting, but they had produced a report identifying some of the actions already taken, including confirmation that W&F Council would be re-installing the speed bump at the car park entrance. Cllr Curley advised that the Council had a good relationship with the local policing team and would be happy to make representations on their behalf and it was agreed the Clerk would contact the police and W&F Council to organise a meeting to discuss what could be done to mitigate and hopefully resolve these issues.

C4/06/23 Minutes

• Ordinary Meeting of the Council

It was **RESOLVED** to authorise the Chair of the meeting to sign the minutes of the **Ordinary Meeting of the Council** held on **Monday 22nd May 2023** as a true and accurate record.

C5/06/23 Unitary Authority Reports

The Westmorland and Furness report was received and noted. Cllr Connell reported that:

- There has been some disruption to roads in town due to re-surfacing works and temporary road closures are currently in place for underground gas and electricity works.
- Business Advice session taking place in the Supper Room on Monday 10th July from 10-1pm.
- Young Leaders are keen to recruit people aged 18-35 who live locally to join the Futures Forum and help play a role in shaping Cumbria's economy.
- Landlords' Forum is taking place at Penrith Town Hall on Thursday 6th July from 5-7pm.
- The Post Fair meeting will take place in Appleby Public Hall on Wednesday 5th July at 7pm.
- The clean-up of the town, camping fields and verges has been carried out very efficiently by contractors, with some help from volunteers.
- Condolences have been sent from W&F Council to the family of a young boy who lost his life in a traffic accident on Long Marton Road during Horse Fair.

C6/06/23 Police Report

The Police Report regarding antisocial behaviour on Broad Close car park was received and noted.

C7/06/23 Mayor's Report

The Deputy Mayor reported he had attended the Mayor Making luncheon in the Hub which had been an enjoyable and social event. The Civic Service on Sunday 18th June had been an uplifting service, led by Reverend Andrew Burrell.

C8/06/23 Clerk's Report

- **Moot Hall Snagging**

The Moot Hall snagging list is due to be completed within the next week, with a site meeting with the builders and architects scheduled the following week.

- **Public Hall Water testing**

The Public Hall water testing has been carried out, the first set of results have come back clear with the second set expected back this week.

Two quotes for removing the cylinder and water tanks and fitting of an infra red flushing device to the men's urinals have been received. Removing these tanks will eliminate the need for future testing, saving the Council £500 per annum. The lowest quote was from a local company, at a price of £4,500 (compared to £5,900). It was **resolved** to accept this quote.

[Cllr Chalmers declared an interest in this item, as he is employed on a self-employed basis by one of the contractors who have submitted a quote for the work.]

- **Fair Hill**

The Council received one bid for the grazing license for the period 1 July 2023 to 30 April 2024. It was **RESOLVED** to accept the bid.

The Clerk and Assistant had made a site visit to Fair Hill on 14 June to ensure the post-Fair clean-up had been conducted satisfactorily by the licensee. The Clerk was pleased to report that the field was cleaner than it was prior to the Fair.

The taps at the top of the field have been removed, as they had been stolen some time prior to the Fair. The bottom gate is now locked shut and the top gate locked open. The Council would like to thank Richard Anderton for his help and for removing the wooden gates on the hill, and to Cllr Potts for installing and removing the boulders at Jubilee bridge car park.

- **Market Arcade Public Toilets**

There was an emergency drainage problem on the Wednesday before Fair weekend, which meant the toilets had to close for a couple of hours whilst the drains were unblocked. Thankfully no subsequent problems occurred over the weekend and it has been agreed to add this as an annual maintenance job prior to the Fair to avoid potential issues with blockages. The cleaning contractor used 900 toilet rolls in the two-week period covering Harness Racing and Horse Fair.

- **Retail Tenants**
The new tenant in 1-2 Market Arcade is now in situ. The tenant at East Cloisters has been unwell and the shop has been closed for a few weeks, but the tenant hopes to re-open in a couple of weeks.
- **Plague Stone**
The perspex cover on the Plague Stone was pushed in over Fair weekend and was removed. However, before it is re-installed, a solution is needed to prevent dirt collecting underneath the cover.
- **Fingerposts and Maps**
Once we have received the agreement from W&F work can start on installing the posts and signs.
- **Platinum Playground**
The fundraising for the playground has now reached over £60,000. There are three funding applications pending and if these are successful, the work on the playground can get underway. The contract of work will be advertised via the government procurement portal.
- **Installation of Christmas Lights and Bunting**
In last month's Council meeting, concerns were raised about volunteers putting up Christmas lights and bunting. ACAT have confirmed their group's insurance covers volunteers and public liability. Other councils have various arrangements, for example Kirkby Stephen's lights are owned by the Council so volunteers are covered by Council insurance.
- **Trees on steps – Mill Hill/Jubilee**
After consultation with the W&F tree officer, we have submitted a planning application to remove this tree. We will hear back from W&F once an officer has been assigned to the application.
- **Kirkby Stephen Saturday Bus Service**
The operation of the Saturday service has exceeded expectations, averaging 19 passengers on each of the 5 return journeys, which means the service has been very nearly commercially viable. It is likely the service will cease at the end of October and hopefully be reinstated in the 2024 season depending on the operational figures.
- **Heritage Open Weekend – Creativity Unwrapped**
We have registered to take part in the HOD events for the 16-17th September. Cllr Turnbull and the Clerk have met to come up with some initial plans and will draw up an initial action plan. Interested parties will then meet up to agree actions and responsibilities.
- **FRMS update**
There is no update from the EA regarding alternative car parking provision, however negotiations are continuing with Oaklea and W&F Council. The Clerk hopes to have an update next week.

A member of the public asked who is responsible for the costs of replacing the taps that were stolen over Fair Week. The Clerk confirmed they had been stolen long before Horse Fair, and that Appleby Town Council were responsible for the costs since the taps were their property.

Cllr Potts asked for a progress update on the Butts shelters. The Clerk confirmed the Estates Officer at W&F has recently carried out a site visit. As well as noting that 22 of the black and white bollards needed replacing, he also inspected the shelters and took note of Cllr Potts' comments that some of the materials used for the shelters were not fit for purpose. Currently waiting for W&F to get back.

C9/06/23 TIC Manager's Report

- Although tourism nationally has not yet recovered to 2019 levels, the TIC has had a good start to the season with visitor numbers to the TIC from Jan to May at 11,670, which compares to 4,000 over the same period in 2022.
- The Northern Belle steam train, which stopped off in Appleby during April and May for a short spell was well received with many visitors coming and spending time in the town centre. Thank you to the Rotary Club for running both the minibus and meet and greet services.
- The TIC helped run a number of Spring events, including Fiver Fest, an Easter trail and duck race, celebrations in town over Coronation weekend and a successful loyalty card scheme.

- All the in-house guides are currently being updated.
- The TIC had a stand at the recent Rheged Tourism event, a networking event to encourage businesses to swap leaflets and make new links.
- The TIC was very busy over Horse Fair week and communication with all the relevant agencies was good, with the police, cleaning supervisor and traffic wardens calling in daily.
- Plans for the summer are already underway.

The Chair asked about the profile of visitors to Appleby and should we be targeting this demographic directly. The TIC Manager reported that Cumbria's demographic tends to be older visitors, but the demographic has changed slightly since Covid, with more younger families visiting the area for the first time. Appleby's catchment area is 'northern'. Appleby benefits from Cumbria Tourism's marketing, who promote Appleby extensively. Appleby also benefits from the relationship with the tourism team at W&F. Food and Drink is their next big marketing drive, which we will feed into.

C10/06/23 Committee Membership and Outside Bodies Representative

The Chair read out the revised membership of the Council's three standing committees.

Finance Committee:

It was **RESOLVED** that Cllr Chalmers be elected as Chair of Finance, and Cllr Heap be elected as Vice Chair.

Planning & General Purposes Committee:

It was **RESOLVED** that Cllr Curley be elected as Chair of Planning & General Purposes, and Cllr Connell be elected as Vice Chair.

Property Committee:

It was **RESOLVED** that Cllr Anderton be elected as Chair of Property, and that Cllr Rooke be elected as Vice Chair.

Membership of the Council's two other committees:

It was **RESOLVED** that membership of the Staffing Committee remain as before and Cllr Anderton remain as Chair and it was **RESOLVED** that Cllr Pape be elected as Chair of the Appeals committee, and the membership was agreed.

It was **RESOLVED** to accept the Outside Body representation.

C11/06/23 Appleby Horse Fair 2023

• Post Fair Update

The Clerk reported that she had been attending the daily morning MASCG meetings from 29 May to 12 June. This enabled us to keep up to speed with all areas of operational planning, both in the lead up and during the Fair, as well as being able to feed in any known issues to the appropriate body.

Communications were greatly helped this year with the supply of a police walkie-talkie which gave us direct contact with the on duty policing team, meaning we were able to be much more reactive in reporting issues; although, as police presence around the town was extremely visible, it was not used very much. We also had a direct mobile number for the W&F cleaning supervisor, who we contacted daily to report any issues of concern, which continued for the week after Horse Fair.

The 'Travelling Man' bar at Salt Tip Corner, which was new for 2023 proved to be popular with families and peaked at around 2,000 on Saturday night, with no incidents of any concern reported.

Pre-Fair policing initiatives focused on road safety were very successful and resulted in a significant number of actions and tickets being issued.

Significantly more arrests were recorded than in previous years (42 compared to 18 in 2022), although this was the result of a more proactive action by police rather than for public order incidents, and there were no major issues of public disorder.

The pre-fair meeting had highlighted issues last year with a lack of traffic enforcement, so steps had been put in place this year to address this, which had resulted in over 200 traffic tickets being issued and more than 20 vehicles being seized.

A member of the public asked who the MASCG representative was for Appleby. The Chair confirmed it was the Town Clerk. They asked why Appleby only had one representative on the MASCG, whereas the GRT community had two representatives and asked if another community representative could be appointed. The Chair advised that MASCG is an operational body, whose purpose is to coordinate and support the various agencies who help manage activities relating to the Horse Fair and not a community led group.

A member of the public expressed concern that no one in town knew about the Travelling Man bar at Salt Tip Corner until it was all approved and why hadn't Appleby Council made residents aware of this application sooner. The Clerk reported that the Council had not known about the bar until after it was all approved. Resident commented that perhaps this had been done on purpose so no one could object.

It was **agreed** that the Clerk would raise the suggestion of having an additional Appleby representative on MASCG.

- **Appleby Fair Litter Management**

The Chair praised the brilliant work carried out by the cleaning contractors.

Cllr Swann commented that in his opinion the contractors were under resourced and overwhelmed and could not cope with the volume of litter. He also said they had told him they were not contracted to clean the river bed and that had he and the other volunteers not collected the litter from the riverbed, it would have washed down the river. The Chair thanked the volunteers, however pointed out that this cannot be claimed as an issue, as we do not know whether it would've happened and that the contractors would have done this the following morning. It was also pointed out that the cleaning team always clean the river bed.

Cllr Mycock suggested that perhaps the Urbaser staff are working the wrong hours and would be better working later in the evenings. He also suggested that a net could be erected across the river to catch litter, which he understood had been done in previous years.

It was also pointed out that there was a lack of bins around the Sands area. The Clerk reported that this had been identified as an issue, especially on the Saturday when visitor numbers were exceptionally high and it has been noted for next year.

The Chair asked that anyone who has positive suggestions regarding improvements that could be made next year should forward these to the Town Clerk, in writing, so they could be put forward to members of the MASCG operational team.

C12/06/23 Current Planning Applications & Decisions

Application 23/0338 - Land at Junction of Glebe Road and Colby Lane

Outline application for residential development

This application was discussed, as a number of objections from residents have been received. Cllr Mycock read out a letter on behalf of a resident who was unable to attend the meeting, outlining their concerns with the proposed development. The Chair confirmed these were the same concerns that had been expressed by residents via the Planning portal. Cllr Mycock also raised some issues regarding the privacy distance between houses and how this was not suitable. The Chair advised that it was not the Council's remit to submit an objection of this kind and that Cllr Mycock should submit these concerns in a personal capacity. Cllr Connell highlighted that access concerns could be raised by the Council. The Chair proposed that the Council ask W&F to consider and carefully review the objections received from residents.

Application 23/0360 - Land at Station Road (Barratt Homes development)

It was agreed to reiterate the previous concerns expressed to Planning by the Council regarding the single lane access road above the development. The Clerk confirmed that we are trying to arrange a follow-up meeting with W&F and Barratt Homes.

C13/06/23 Schedule of Payments & Bank Transfers and Management Accounts for May 2023

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of May, totalling **£16,293.02**.

It was **RESOLVED** to accept the Management Accounts presented for May 2023.

C14/06/23 Year End Accounts and Annual Governance & Accountability Return (AGAR)

The Chair presented the Year End Accounts and AGAR for 2022-23. The Clerk reported that the Council's accountants Dodd & Co had already approved the Year End Accounts and the Internal Auditor has approved and signed both the Year End Accounts and the AGAR.

It was **RESOLVED** that the Chair sign the Accounts and AGAR.

C15/06/23 Actions from the Town Meeting of 10th May

The actions from the Town Meeting were discussed as follows:

- Obtaining costs for printing and distribution of Appleby leaflets further afield, with the view of asking businesses if they would be willing to contribute towards these costs. The TIC Manager reported that this was in progress.
- The QR code trail has been discussed at the Area Working Group and there is a small amount of funding available that could be used to support this. Cllr Turnbull has agreed to join this group.
- The TIC Manager reported that the leaflet holder outside the station did have a lid on it and that they are well stocked with Appleby leaflets.
- Improving engagement and communications. The Chair understood Cllr Swann is producing a 'protocol' document on this, which can then be presented and discussed by Council.
- Development of a Neighbourhood Plan for Appleby. The Chair understood Cllr Swann was putting together a report on developing a Neighbourhood Plan, including the benefits of having one, which can then be presented and discussed by Council.
- The building control issue on High Wiend has been discussed with W&F, who have advised that they have issued Section 77 Notices to the owner, but they cannot force the owner to repair the property under the powers in the Building Act. The Chair asked if Council could be kept up to date with this issue.
- Consideration to set up three new committees. The Chair advised Cllr Swann that he needs to draw up Terms of Reference for these committees, so they can be considered by Council.

C16/06/23 Councillors' reports and items for future agendas

- Cllr Turnbull raised the problem of dog attacks round the riverside walk and it was agreed that better signage is required to ask owners to keep dogs on leads. The Chair suggested that in the first instance the police should be informed of this. The Council can discuss signage arrangements at a later meeting.
- Cllr Potts mentioned his idea that each caravan camping on Fair Hill and Winters fields over the Fair could donate one or two pounds, which would go into an Appleby Charitable Account. He has already discussed this briefly with Billy Welch, who was supportive of the idea.

C17/06/23 Next Meeting

To note that the Ordinary Meeting of the Council will be on **Wednesday 19th July 2023 at 6.45pm** in the Moot Hall.

There being no further business, the meeting closed at 9pm.

At the Council Meeting held on **Wednesday 19th July 2023**, the Chairman of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:
