

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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## Appleby Town Council Minutes

For the meeting held in the Moot Hall  
**Wednesday 25<sup>th</sup> October 2023 at 6.45pm**

### Councillors Present:

Cllr Davidson (Chair)      Cllr Railton  
Cllr Curley (Vice-Chair)      Cllr Swann  
Cllr Anderton      Cllr Mycock  
Cllr Connell      Cllr Potts  
Cllr Kemp      Cllr Rooke  
Cllr Pape

### Also in attendance:

David Johnson (Mace Bearer)  
Town Clerk  
Clerk's Assistant

### C1/10/23 Apologies for Absence

Apologies received from Cllr Heap and Cllr Chalmers. Belated apologies received from Cllr Turnbull at 7.03pm.

### C2/10/23 Declarations of Interest

There were no declarations of interest in respect of this meeting. Cllr Connell commented that despite declaring his membership of Westmorland & Furness Council in the past, it is not a prejudicial interest and therefore does not need to be declared.

### C3/10/23 Public Participation

There were no members of the public in attendance.

### C4/10/23 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 **Wednesday 20<sup>th</sup> September 2023** as a true and accurate record and the Council to approve any resolutions. Recommendations and resolutions approved.

#### • 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 held on **Monday 16<sup>th</sup> October 2023** as a true and accurate record and the Council to approve any recommendations.

Cllr Curley stated that he had been happy with the replies the Clerk had received from a trustee of St Anne's Almshouses and the planning officers, regarding the queries raised at the committee meeting. Therefore, the Council had submitted no objections or comments to their recent planning application.

There were no recommendations to approve.

- **Finance Committee Minutes**

It was **RESOLVED** to authorise the Chair (in the absence of the Finance Committee Chair and Vice Chair) to sign the minutes of the **Finance Committee** meeting held on **Monday 16<sup>th</sup> October 2023** as a true and accurate record. All recommendations were approved as follows:

- To accept the Management Accounts for September 2023.
- To accept the Charity Accounts for year ending 31<sup>st</sup> March 2023.

- **Property Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 16<sup>th</sup> October 2023** as a true and accurate record and the Council to approve any recommendations. There were no recommendations to approve.

### **C5/10/23 Unitary Authority Reports**

Cllr Connell's report was received and noted.

Cllr Connell thanked Appleby Smarter for their work clearing up the Memorial Garden on Lady Garth's path. Cllr Potts thanked those who have been helping to clear the rubbish and waste bins, but added that the dog bins along the Butts path are overflowing.

**ACTION:** The Clerk to report this.

It was noted that the area next to the bridge had been especially bad and the Clerk reported that this had been cleared earlier in the day.

### **C6/10/23 Police Report**

There was no Police report in respect of this month's meeting. The Clerk has asked for the new PC to attend a meeting but has no confirmed date as yet.

### **C7/10/23 Mayor's Report**

There was no Mayor's report in respect of this month's meeting. The Mayor announced the sad news that the Mayor's Chaplain, Rev Roger Collinson, has retired from the role after 20 years. The Council thanked Roger and agreed to mark his hard work.

### **C8/10/23 Clerk's Report**

The Clerk reminded Councillors the office keeps a database of all ongoing issues reported, including who had reported the issue and who it has been referred to and their status. Councillors were asked to check with either the Clerk's office or the TIC prior to escalating issues, as it is more than likely the office is already on the case and will be able to provide an up-to-date status report. Cllr Swann asked whether this could be made available online for Councillors to check themselves, however Cllr Curley highlighted it cannot be published if it holds any personal details, due to data protection.

The Platinum Playground project has received Expressions of Interest from 8 playground suppliers and the Committee will be reviewing the applications, week commencing 13<sup>th</sup> November. Any decision has to be approved by W&F Council since they own the playground, but it is hoped to appoint a contractor by the end of November. An extra £10,000 has been secured over the original target and it is hoped to be able to install a zip wire with this.

As part of the bi-monthly area planning group meetings, we are working with W&F community development team to develop an assessment toolkit for Appleby to help identify local priorities. The toolkit has already been used by the W&F Locality boards. The Clerk confirmed more information would be circulated to the Council when progressed further.

A programme for the Remembrance Day service on Sunday 12<sup>th</sup> November was circulated to Councillors and they were asked to let the office know whether they will be attending.

### **C9/10/23 Adoption of new Code of Conduct**

The Clerk reported that the new W&F Code of Conduct, which we have been asked to adopt, is almost identical to the current Code of Conduct, the main difference being the inclusion of Table 3, which lists the Standard Dispensations.

Cllr Curley brought up the issue of email etiquette and compliance with the Code of Conduct and in particular two concerns. First, councillors should avoid calling out other councillors for blame or individual criticism in email correspondence. This is highly likely to be disrespectful under the Code. Email communications between councillors should always be kept professional and courteous. Second, communications by Councillors must of course always be lawful. Data protection legislation applies to such communications as does the law of defamation. If anyone is unsure about the lawfulness of the content of an email they intend to send, he is happy to review anything before it goes out.

It was **RESOLVED** to accept the new Code of Conduct and for them to be duly signed by the Chair.

### **C10/10/23 Grant Application**

A grant application has been received from Appleby Air Cadets. The application asked for £700 as a 50% contribution for two cadets to go on a trip to Normandy next year to mark the 80<sup>th</sup> anniversary of the D-Day landings. The application had been considered by the trustees of the Hannah Kennington charity, who had agreed to increase this to £1,050 to support an additional cadet.

Cllr Pape commented that he was surprised at the lack of discussion with the Council, as previously Councillors have had the opportunity make comments on grant applications, for the trustees to consider.

It was agreed to support the trustees' decision to support the Air Cadets application, but that future applications would be considered by Council for discussion.

### **C11/10/23 Social Media & Communications**

As the Social Media & Communications agenda item had been requested by Cllr Chalmers, the Chair agreed to defer the discussion to the next Full Council meeting.

### **C12/10/23 Outside Body Reports**

- Cllr Anderton reported that she attended the Appleby Grammar School Foundation and the Academy Governors meeting. The school rewards evening had gone well, and an Olympic gold medallist had been in attendance to give a presentation.
- Cllr Anderton, as Councillor representative on ACAT, also reported that ACAT would be submitting a grant application to one of the charity accounts to help support the costs of this year's Christmas lights.

The Clerk suggested ACAT look at W&F Council's Community Grant.

Cllr Anderton reported that the lights switch on is on Friday, 24<sup>th</sup> November and Sparkle Day is Saturday, 2<sup>nd</sup> December.

### **C13/10/23 Schedule of Payments & Bank Transfers – September 2023**

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of September, totalling **£26,740.45**. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT. Councillors were also reminded that the invoices folder was on the back table at Full Council meetings.

### **C14/10/23 Councillors' reports and items for future agendas**

- The report from Cllr Heap on the Net Zero Conference was referred to the next meeting.
- Cllr Potts commented that he was still keen on looking into his idea that the users of Fair Hill could be asked to make a small donation for the benefit of the town, which could be used to support things like the town's Christmas lights.

### **C15/10/23 Next Meeting**

To note that the Ordinary Meeting of the Council will be on **Wednesday 22<sup>nd</sup> November 2023** at **6.45pm** in the Moot Hall.

To note that the Remembrance Day Parade is taking place on Sunday 12<sup>th</sup> November 2023, as per the schedule.

There being no further business, the meeting closed at 7.33pm.

At the Council Meeting held on **Wednesday 22<sup>nd</sup> November 2023**, the Chairman of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:

*Cllr Anderton*

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