

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Appleby Town Council Minutes

For the meeting held in the Moot Hall

Wednesday 21st February 2024 at 6.45pm

Councillors Present:

Cllr Davidson (Chair)	Cllr Hilsden
Cllr Anderton	Cllr Mycock
Cllr Chalmers	Cllr Railton
Cllr Connell	Cllr Rooke
Cllr Heap	Cllr Turnbull

Also in attendance:

Andrew Keough, Cumberland & Westmorland Herald
Town Clerk and Clerk's Assistant

C1/02/24 Apologies for Absence

Apologies received from Cllr Curley, Cllr Kemp and Cllr Potts

C2/02/24 Declarations of Interest

Cllr Anderton declared a personal interest in matters relating to Fair Hill, as her property borders the land.

C3/02/24 Public Participation

There were no members of the public in attendance.

C4/02/24 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 24th January 2024** as a true and accurate record.

• 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 12th February 2024** as a true and accurate record and the Council to approve any recommendations. All recommendations were approved unanimously:

- Submit comments as agreed on Story Homes Planning Application, No [23/0744](#).

• 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 12th February 2024** as a true and accurate record. All recommendations were approved unanimously:

- To accept the Management Accounts for January 2024.

- **Property Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 12th February 2024** as a true and accurate record.

C5/02/24 Unitary Authority Reports

Cllr Connell's report was received and noted. Westmorland & Furness Council's Budget for 2024-25 will go before Council for debate and voting tomorrow, with a likely increase of 4.99%. The Portfolio Holder and Officers have expressed confidence that the Council's current financial situation is stable, unlike that of many authorities.

Positive meetings and discussions on both the Heritage Centre and the first floor of the Library building have taken place recently and progress is being made regarding getting these properties back into productive use.

Some progress has also been made regarding the issue of the town's black and white bollards. These bollards were passed by default to EDC after the local government reorganisation in 1974, but unfortunately there has never been any budget assigned for maintaining them. A small pot of money has been identified, which may be able to provide some funding to help repair some of the bollards. The Clerk is liaising with the Estates team.

The 563 bus service has been extended to Kendal, including stops at Kirkby Stephen and Sedburgh. However, the timetable only allows for the bus to stop at the Sands in Appleby, which means the service will no longer serve Boroughgate, Scattergate, Cross Croft and Long Marton. Cllr Connell confirmed that the Boroughgate Moot Hall bus stop will remain as a Coach stop.

C6/02/24 Police Report

There was no Police report in respect of this meeting. PCSO Ballantyne is currently working in Penrith.

C7/02/24 Mayor's Report

There was no Mayor's report in respect of this meeting.

C8/02/24 Clerk's Report

Platinum Playground: The pre-installation site meeting was held with the contractors today and work is due to start on site on Monday 4th March. Weather permitting, they hope to have the work completed by the 5th April.

Flood Defence Scheme: The EA delivered letters and traffic management plans to residents and businesses in and around the areas affected by the forthcoming utility works.

Phase 1: United Utilities and Northern Gas will start work on Monday 26th February between the junctions of Doomgate/High Wiend and Chapel Street/Holme Street, which will last 4-5 weeks. The works will not entail a road closure, but traffic flow will be controlled by lights at the junctions. There will be a loss to some on street parking, but this will be kept to a minimum.

Phase 2: Once this work is completed, the teams will then move on to Chapel Street, which will involve a short road closure from the entrance of Broad Close car park to the Tufton cobbled path. This work will last 3-4 weeks, and during this time, Low Wiend will be open for two way traffic, controlled by traffic lights at either end. Access to Pigneys' fuel station, the doctor's surgery and the leisure centre will be maintained at all times.

Cllr Railton asked whether the Saturday market stall holders have been informed about the works. The Clerk confirmed she would ensure they were made aware of this. Cllr Mycock commented that communications from the EA needs to be better, specifically that Holme Farm were not informed about the works. Cllr Mycock also commented that the traffic management plans on the One.Network portal showed that Doomgate would be closed for the duration of Phase 1 work. The Clerk assured Council that this was not the case, and it would remain open.

The Clerk has asked the EA to liaise with certain businesses that will be most affected by Phase 2 work, i.e. the Spar and the Crown & Cushion due to their deliveries, and to St Lawrence's Church. They are planning to be available to speak directly to residents and businesses who have concerns about the traffic management plans for Phase 2.

The main programme of works is due to begin in May, subject to the temporary car park at Edenside being ready.

Happy Paws: Unfortunately, the Council's tenant at 4 Market Arcade, Happy Paws Dog Grooming, has handed in her notice today. Health problems with her arm mean she is having to give up dog grooming, but she is hoping to sell her business. She will be a big miss to the High Street.

Sword Bearer: Following a suggestion by Cllr Chalmers at a previous meeting regarding the idea of recruiting a younger person to be the Council's Sword Bearer, the Clerk has had discussions with the Squadron Sergeant for Appleby's Air Cadets. They have agreed that they would be happy to appoint a Mayor's Cadet every year, who will be the Council's Sword Bearer at official occasions.

ACTION: Clerk to inform the Saturday Market stall holders about the planned roadworks and will ensure that the letter and plans are passed to Holme Farm.

C9/02/24 Councillor Surgeries

Cllr Davidson informed the Council that following agreement in principle at January's Full Council meeting, monthly Councillor surgeries will be held. Cllr Davidson read out the draft protocol document which was circulated at the last Council meeting (see attached document). Surgeries will be held on the last Saturday of each month, from 11am-12.

The Clerk has created a form to collect the information for each appointment, which will be passed to the Clerk's office for any follow-up actions and held in line with data protection regulations. Cllr Davidson confirmed that she had confirmed with the Library that the surgeries can be held there, in their meeting room at the rear of the building, and a librarian will be on duty front of house. The Clerk's office will co-ordinate the rota, but it is up to individual councillors whether they wish to take part. Only parish affairs will be discussed at the surgeries and they will be open to both residents and business owners in Appleby.

Cllr Chalmers asked how they would be publicised. The Clerk confirmed that a flyer has already been drafted and it will also be circulated on Facebook, and noticeboards. The first surgery will be held on Saturday 30th March, and they will be reviewed on an ongoing basis to assess whether they are worth conducting.

C10/02/24 Annual Parish Meeting

Cllr Davidson confirmed that as previously proposed, this year's Annual Parish Meeting would be opened up to include updates from local community organisations and groups. Invites will be going out this week to a range of local community organisations inviting them to provide a brief verbal or written report about their activities over the past year. The meeting is due to be held on Wednesday 24th April at 7pm, however doors will open at 6.30pm with sandwiches and refreshments, and a chance to mingle. The meeting would be taking place in the Public Hall.

C11/02/24 Outside Body Reports

- Cllr Anderton raised a special thank you to Willy Patterson, John Taylor and Archie Spence, for their efforts to remove the Christmas Lights on Sunday, and for the provision of the machinery to do so. She also highlighted that many members of ACAT are in their 70s and the group desperately need younger people to join.
- Cllr Chalmers mentioned that the AGM of AERG would be taking place on Thursday 22nd February at 6.30pm at the Midland Hotel.

C12/02/24 Schedule of Payments & Bank Transfers – January 2024

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of January, totalling £23,560.82. This figure includes employee salaries and all other expenditure and purchases, and is inclusive of VAT.

C13/02/24 Councillors' reports and items for future agendas

- Cllr Mycock raised the importance of considering our environmental responsibility, particularly regarding the recent removal of trees in Dowpitts Wood. He highlighted these should be replanted. The Clerk informed that there was still one tree that needed removing, and once this was complete, the contractor would send a full report, including replanting advice.
- Cllr Hilsden asked about progress with the fingerposts and noticeboards. The Clerk confirmed that the work agreement with Highways has been signed, but it is looking unlikely that installation will take place in this financial year, due to their busy schedule.
- Cllr Turnbull has concerns about Lady Garths path, as it is an uneven surface and it is trip hazard. She suggested asking Highways to visit and assess it. The Clerk agreed it would be looked into, but also highlighted that the more people who report an issue, the better.
- Cllr Anderton thanked the Clerk's office for the new webpage outlining where people can report issues, and suggested displaying the information on noticeboards may be beneficial to make people more aware.

C14/02/24 Next Meeting

To note that the Ordinary Meeting of the Council will be on **Wednesday 20th March 2024** at **7.45pm** in the Moot Hall.

There being no further business, the meeting closed at 7.28pm.

At the Council Meeting held on **Wednesday 20th March 2024**, the Chairman of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:

Cllr Davidson
