

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Appleby Town Council Minutes

For the meeting held in the Moot Hall

Wednesday 17th April 2024 at 6.45pm

Councillors Present:

Cllr Davidson (Chair)	Cllr Kemp
Cllr Curley (Vice-Chair)	Cllr Pape
Cllr Anderton	Cllr Railton
Cllr Heap	Cllr Rooke
Cllr Hilsden	Cllr Turnbull

Also in attendance:

David Johnson – Mace Bearer
Town Clerk and Clerk's Assistant

C1/04/24 Apologies for Absence

Apologies received from Cllr Connell, Cllr Chalmers and Cllr Potts.

C2/04/24 Declarations of Interest

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

C3/04/24 Public Participation

There were no members of the public in attendance.

C4/04/24 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 20th March 2024** as a true and accurate record and the Council to approve any resolutions.

• 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 8th April 2024** as a true and accurate record.

• 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 8th April 2024** as a true and accurate record. All recommendations were approved unanimously:

- To accept the Management Accounts for March 2024.

• Property Minutes

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 8th April 2024** as a true and accurate record.

C5/04/24 Unitary Authority Reports

There was no Westmorland and Furness Council report in respect of this meeting, and Cllr Connell was not present.

C6/04/24 Mayor's Report

There was no Mayor's report in respect of this meeting. Cllr Davidson commented that she had attended the Mayor of Kendal's Dinner recently and it had been a lovely event.

C7/04/24 Clerk's Report

- **Platinum Playground**

The Playground project has been delayed due to heavy rain and waterlogged ground. There were also some parts missing from the equipment delivery, which has meant that one of the multi-play towers cannot be completed. The Clerk has a progress meeting with the Project Manager next week.

- **Chapel Street roadworks**

The traffic management has run smoother than expected on Low Wiend and deliveries to both the Spar and the Crown & Cushion have gone well. The Crown & Cushion reported an issue with their refuse collection contractors, who refused to go down Low Wiend, so their bins were not collected last week. It has been agreed with the contractor that they can move their bins to the fenced off area by Low Cross, so they can be collected on Thursday morning. The first phase of United Utilities' work on Chapel Street has been completed, however during excavation for the second phase, a drain was discovered which wasn't on their plans. This drain belongs to Highways and they are currently waiting for a response from them.

- **QR Codes**

We currently have 10 Heritage Trail QR codes in place and published on the Visit Appleby website, with two more in the pipeline. Work has started on a design for the trail leaflet, and the plan is to launch the project officially with permanent signs at the end of May.

- **Recent website updates**

A new events calendar has been launched on the Visit Appleby website. Previously, the site linked to a third-party website/calendar, but bringing it in house means we have full control and events can be published and edited immediately and not dependent on someone else actioning.

The new Public Hall booking system is working well, and the feedback received has been positive. The system includes an integrated invoicing system which saves on admin time.

- **Black and White Bollards**

The prototype concrete bollard has been painted and is now in situ on the Sands side of the river. It's the very last bollard by the stairs. Feedback so far has been positive and people cannot believe it is concrete. Our current budget allows for the replacement of approx. 210 bollards. An officer from W&F Highways has inspected the new bollard and in principle is happy with the design and the proposed replacement plan. He also confirmed that as all the bollards were located either on a pedestrian footpath or in a 20mph or 30mph speed limit, there was no requirement for them to be passively safe. The Clerk had today sent Highways the risk assessment and method statement (RAMS) for the work and is awaiting their response and approval.

The plan is to remove and replace all bollards on the Sands (77) and the Butts (50) with the new concrete bollards. Any bollards removed that are in good condition will be used to replace broken ones at Scattergate. The bollards on Boroughgate West (57) will be next to be replaced, as will the ones at Bongate War Memorial (11). Further funding will need to be sourced to continue replacement of the ones at Boroughgate East (100) and eventually at Scattergate (102).

The inter-connecting chains of the bollards will not be replaced; however they would benefit from a paint.

Cllr Railton commented on the very logical replacement method and asked if the community would be consulted/informed about plan. Cllr Curley suggested a press release in the Herald could be done prior to the replacement works commencing.

- **Annual Parish Meeting**

The Clerk encouraged all Councillors to attend the Annual Parish Meeting on Wednesday 24th April, as there will be 14 local organisations in attendance to give their update, and 4 written reports have already been received.

The Year End Accounts are just about ready to be submitted to the accountant.

C8/04/24 Adoption of Council's Policies and Risk Assessments

It was **RESOLVED** to accept the Council's Risk Assessment and Health and Safety Risk Assessment, both of which had been circulated to Councillors prior to the meeting. Cllr Anderton thanked the Clerk's office for their work.

The Clerk recommended that the Council Policies be accepted by Council every four years, instead of annually, unless any policy had been changed. This is general procedure for local Councils. If there are any changes in procedures or legislation affecting a policy, these are as a rule communicated to the Clerk.

It was **RESOLVED** to accept the change in reviewing Council Policies.

The Council's Financial Regulations are overdue for acceptance, however these are currently being rewritten, so Councils have been told to hold off until the new version has been received (due May).

C9/04/24 Rental of Retail Units Policy Document

Cllr Curley commented that the document circulated by the Town Clerk was well written and flexible for both new tenants and the Council.

Some concerns from Cllr Pape have been circulated to Councillors. Cllr Pape expressed his concern that a one year lease is not a proper tenancy and will discourage some types of businesses and felt a five year lease would be more appropriate. Cllr Curley advised that the lease is renewable and tenure is assured. Currently, after the first year, the lease is renewed on a two year rolling basis. The Clerk also advised that none of the current tenants had expressed any issues with the terms of their lease and all tenants have renewed their leases recently. Cllr Curley also added that new businesses don't always know if they will be viable, so one year is a good starting period, and he felt that the Council's lease terms are flexible and very tenant friendly. However, he said the door would always be open to discuss a longer lease if a businesses requested this.

Cllr Heap suggested adding the term 'other terms negotiable on request' into the policy, which would allow prospective tenants more flexibility.

It was **RESOLVED** to accept the Rental of Retail Units Policy with the addition of 'other terms negotiable on request'.

It was noted that an offer has been received for 4 Market Arcade from another dog groomer wishing to move into town with her business. They would like to move in on the 1st June.

Cllr Curley suggested accepting the offer from the new dog grooming business as it would be continuation of an existing service.

It was **RESOLVED** to accept the offer received from a new dog grooming business for 4 Market Arcade.

C10/04/24 Outside Body Reports

There were no Outside Body Reports in respect of this meeting.

C11/04/24 Schedule of Payments & Bank Transfers – March 2023

It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of **March 2024**, totalling £33,191.73. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

C12/04/24 Councillors' reports and items for future agendas

- After some rumours about new businesses in town, Cllr Railton reiterated the need for the Shop Front and Advertisement guidelines to be dropped into empty retail units. The Clerk confirmed this would be done in the next few days, once a covering letter was ready to go with the document.
- Cllr Heap advised that a report had been submitted to W&F Highways about the lack of lighting on Back Lane. W&F had confirmed that these lights hadn't been adopted by the Council when the footway lighting was devolved in 1991 and once the old sodium lights failed, they would not be maintained or replaced with new LED ones. The Clerk advised that the lighting policy put in place by EDC was being relooked at by W&F, so this may change.
- Cllr Pape asked about lighting on High Wiend, as there is currently a large gap between streetlights, and the section in the middle of High Wiend is very dark. The Clerk agreed to raise this issue again with W&F.

C13/04/24 Next Meeting

To note that the Annual Parish Meeting will be on **Wednesday 24th April 2024** at **6.30pm** in the Public Hall.

To note that the Annual Town Council Meeting/Mayor Making will be on **Wednesday 8th May 2024** at **12 noon** in the Moot Hall.

To note that the Ordinary Meeting of the Council will be on **Wednesday 22nd May 2024** at **6.45pm** in the Moot Hall.

There being no further business, the meeting closed at 7.47pm.

At the Council Meeting held on **Wednesday 22nd May 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
