

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Christine Payne: Town Clerk  
Telephone: 017683 51177  
Email : christine.payne@applebytown.org.uk



www.applebytown.org.uk

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

## APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY MARCH 14<sup>th</sup> 2007 at 7.00pm

Present :	Mayor	S Rooke
	Deputy Mayor	Mrs C Patterson
	Councillors	Mrs E Langan
	[by length of service]	HR Potts
		PR Elliott
		F Harland
		I Potts
		Mrs M Clowes
		KJ Budding
		A Connell
		CK Duncan
Apologies	Councillors	AK Morgan
		J Pape
		EC Robertson
		Mrs A Potts

*In an effort to save space, we abbreviate Appleby Town Council as "ATC", Eden District Council as "EDC" and Cumbria County Council as "CCC". We also abbreviate the Finance & General Purpose Committee as "F&GP". All other organisations are shown in full when first mentioned and any further abbreviations shown in brackets. The Council and Clerk welcome feedback regarding these minutes.*

### C1/03/07 APOLOGIES FOR ABSENCE

Apologies for absence were received by the Mayor.

*An adjournment was called, to hear from the Police, County and District Councillors, plus any member of the public on his or her pre-notified questions*

**Police :**  
None present.

**District Council :**  
District Cllr Mrs Langan reported that she would try at EDC's Environment Meeting on March 22<sup>nd</sup> to get the Shire Hall toilets reopened and that she had also spoken to David McLean MP, who had agreed to lend his support.

**Members of the public :**  
No questions were asked.

*The Mace was returned and the meeting resumed ...*

### C2/03/07 EXTRA-ORDINARY COUNCIL MEETING OF JANUARY 12 2007

**RESOLVED** that the Minutes of the extra-ordinary meeting of the Council held on January 12<sup>th</sup> 2007 be signed by the Mayor as a true and accurate record.

### C3/03/07 ORDINARY COUNCIL MEETING OF FEBRUARY 14 2007

Cllr H Potts wished to clarify what he had said about the Shire Hall toilets was that if they were up and running he would keep an eye on them if there was a problem getting repairs done during Fair Week.

Cllr Connell pointed out that his name should be below that of Cllrs Budding and Mrs Clowes in the attendees listing to maintain the agreed order of seniority, since he had joined the Council after those Councillors.

Cllr Mrs Langan wished to correct item C5/02/07, in that it was she who had confirmed that a meeting about the new zebra crossing had been set up for the following Wednesday. She also mentioned that the TIC working party meeting mentioned under C6\02\07 had been held on March 1<sup>st</sup>.

**RESOLVED** that the Minutes of the meeting of the Council held on February 14<sup>th</sup> 2007 be signed by the Mayor as a true and accurate record with these amendments.

### ACTION

**C4/03/07 EXTRA-ORDINARY COUNCIL MEETING OF FEBRUARY 23 2007**

**RESOLVED** that the Minutes of the extra-ordinary meeting of the Council held on February 23 2007 be signed by the Mayor as a true and accurate record.

**C5/03/07 DECLARATIONS OF INTEREST**

Cllr Mrs Clowes declared a personal interest in an item she planned to raise under agenda item 6 (Councillors questions) regarding Meals on Wheels, since she helped deliver them.

**C6/03/07 MAYOR'S REPORT & COUNCILLORS' QUESTIONS**

Cllr Rooke gave his report, which was noted. This included such items as :

- The Mayor & Mayoress were still greeting two coaches from Shearings every Tuesday. The summer season this year starts on April 1 for Shearings, so coaches would then revert back to Saturday mornings, with one coach visiting each Saturday during the summer.
- The senior citizens lunch would take place on March 21st – the Mayor & Mayoress would appreciate any help on the day to put out tables etc. Lunch is due to begin at 1pm so the Mayor asked if people could help from 10 to 10.30 to put out tables.

Cllr Harland advised Members of a meeting on Friday 30 March in the Supper Room of the Civil Emergencies Team – the meeting begins at 7.30pm and everyone is welcome.

Cllr Mrs Clowes raised concerns about CCC's proposed changes to the Meals on Wheels service and Day Centre charges. These were discussed fully and it was **RESOLVED** that the Mayor would contact County Cllr Mrs Warburton to ascertain the facts, before constructing a letter to CCC on ATC's behalf to express their dismay at this policy in the right terms.

SR

Cllr Mrs Langan reported that Age Concern were also themselves fighting this battle, as she was herself. She said that some Councillors who had been invited to the CCC dinner were not going and to make their point had told CCC's Chairman why.

**C7/03/07 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MARCH 5<sup>th</sup> 2007**

The Planning Committee Chair, Cllr Mrs Patterson, presented the minutes of this meeting, copies of which had previously been sent to all Councillors.

A question had been asked by Cllr Elliott at that meeting about how big a garden shed could be without needing planning permission and Cllr Mrs Langan had made enquiries on Cllr Elliott's behalf with the Planning Technician at EDC. The email received by Cllr Mrs Langan from the EDC Planning Technician in reply was read out to Cllr Elliott by Cllr Mrs Patterson.

Cllr I Potts stated his intention to send round the original list of dilapidated buildings with some comments. The working party did not intend to take EDC officers to see one or two buildings.

**RESOLVED** that these minutes be adopted.

*Please see attached for details of items discussed by the Planning Committee.*

**C8/03/07 MINUTES OF THE F&GP COMMITTEE MEETING HELD ON MARCH 5<sup>th</sup> 2007**

The F&GP Committee Chair, Cllr I Potts presented the minutes of this meeting, copies of which had previously been sent to all Councillors.

Since the balance sheet had not yet arrived, it was **RESOLVED** to defer the Carnival grant request until the F&GP meeting on April 2<sup>nd</sup>. The Clerk was asked to add this item to her agenda.

Clerk

The RFO, Cllr Budding, confirmed that he had made enquiries with the **Charity Commission**, following concerns expressed by Cllr Mrs Clowes about how ATC handled the charity funds it administered. The Charity Commission had confirmed in writing that they were happy with ATC's handling of the funds.

Cllr H Potts, as one of the Charity Trustees, asked the RFO, Cllr Budding, to let him have a photocopy of the RFO's letter to the Charity Commission and their reply.

RFO

Following discussion about problems encountered by the Clerk and the RFO with the Rural Payments Agency (RPA) in claiming ATC's Single Farm Payment Scheme (**SPS**) grant for Fair Hill, enquiries had been made regarding membership of the **National Farmers Union** (NFU) who could help and would complete SPS forms free of charge. **RESOLVED** that ATC join the NFU at an annual cost of £159.44 plus VAT.

RFO

The RFO, Cllr Budding, reported that he had approached Barclays about opening a new account for the T.I.C. (He reminded Members that the present arrangement was that the Council's business premium account worked in conjunction with their current account so that the current account level remained at only £2,000. This was because the current account paid no interest and the business premium account paid 1.45% interest. At the time of the meeting there was approximately £7,000 in the business premium account, with the remainder of the Council's funds kept in a higher interest Post Office account). Cllr Budding reported that Barclays had said it would not be possible to set up a similar arrangement for any new T.I.C. account. He was therefore planning to conduct further research and sought permission from Council to solely transfer funds on his own authority between ATC accounts so as to get the most interest.

**RESOLVED** that, whilst acting as the Council's Responsible Financial Officer (RFO), Cllr Budding was given delegated authority to make the necessary arrangements with Barclays to get the best value from interest on ATC's bank accounts (purely moving funds between Council accounts), but that **at all times two signatures must be used** (a legal requirement) – one signature to be Cllr Budding's, with the second to be one of the six ATC authorised signatories (Cllrs Harland, Rooke, Pape, Morgan, H Potts and Mrs Langan for the current account) (Cllrs Rooke and Pape for the Post Office account).

RFO

A recent working party survey of ATC property was discussed (see P6/11/06 and C6/11/06) and it was **RESOLVED** that the Council's contractor would carry out work identified in the report immediately.

HP

**RESOLVED** that these minutes be adopted.

*Please see attached for details of items discussed by the Finance & General Purpose Committee.*

#### **C9/03/07 CUMBRIA-IN-BLOOM WORKING PARTY REPORT**

Cllr Harland confirmed that ATC had received an invitation to take part in this year's competition and that applications had to be in by 27 April. It was **RESOLVED** that the town would enter and the paperwork was handed to Cllr Harland, who confirmed he would organise his committee and meetings so that people could help.

Cllr Rooke confirmed he had asked for the usual spring flowers to be provided, with summer flowers after Fair Week, and that he would keep an eye on the automatic watering system timer located in the Moot Hall loft, since it was occasionally effected by power cuts.

#### **C10/03/07 PUBLIC HALL WORKING PARTY REPORT**

Cllr Mrs Langan reported there was to be another meeting once the P.H. Manager returned from her holiday.

#### **C11/03/07 PUBLIC TOILETS WORKING PARTY**

No report this month. A meeting was planned for after Cllr Mrs Langan's EDC Environment Committee attendance. Cllr Mrs Clowes updated Members on a conversation she had had with David McLean MP, following a recent misleading newspaper article about the Shire Hall toilets. The Mayor apologised for any embarrassment to any Councillor caused by the recent newspaper report.

#### **C12/03/07 TOURIST INFORMATION CENTRE WORKING PARTY REPORT**

See separate agenda item below.

#### **C13/03/07 APPLEBY ALLIANCE**

No report this month.

#### **C14/03/07 APPLEBY HERITAGE CENTRE**

No report this month.

#### **C15/03/07 APPLEBY NEW FAIR JOINT COMMITTEE**

Cllr Mrs Langan reported that the next meeting was planned for March 27<sup>th</sup>. Councillors had been given minutes of the last meeting.

#### **C16/03/07 APPLEBY CEMETERY CHAPEL JOINT COMMITTEE**

Cllr Mrs Patterson reported that a quiz held last month had raised £109. The committee were having regular meetings and were very grateful for the grant from the Dorothy Chapman Fund authorised by the Council recently. They had been offered more pews. There would be a tabletop sale at the Bowling Club on Easter Monday – the cost would be £5 if a table was pre-booked - or £6 if not. The next meeting would be held on April 24.

**C17/03/07 ANY OTHER MEETINGS ATTENDED BY MEMBERS ON BEHALF OF THE COUNCIL**

None this month.

**C18/03/07 NOMINATIONS FOR TOWN MAYOR FOR 2007-08**

Cllr Mrs Langan, on behalf of the Council, invited the current Mayor, **Cllr Rooke**, to accept the nomination to the office of Town Mayor for a second year. This nomination was seconded by the Deputy Mayor, Cllr Mrs Patterson, with many Members speaking in favour of the Motion.

The nomination being graciously accepted by Cllr Rooke and there being no further nominations, **this nomination was carried unanimously**. It was therefore agreed that at the May Annual Meeting of Council Cllr Rooke would be elected to continue his term of office as Town Mayor for a second year.

Cllr Rooke thanked everyone for their help over the past year, expressing his appreciation for the trust which Council had seen fit to place in him.

**C19/03/07 REPLACEMENT FOR CLLR MORGAN ON THE T.I.C. WORKING PARTY**

Cllr Morgan had written to the Clerk to explain that his appointment to EDC's Tourist Information Review Group could be a potential conflict of interest if he remained on ATC's T.I.C. Working Party and that he would therefore resign from the working party.

Cllr Rooke thanked Cllr Morgan for his valuable contribution and called for nominations for a replacement for him. Cllr Budding proposed Cllr Mrs Clowes and this was seconded by Cllr I Potts. There being no further nominations it was **RESOLVED** that **Cllr Mrs Clowes** would join the TIC Working Party with immediate effect.

**C20/03/07 CALC EDEN DISTRICT MEETING, 7pm MARCH 20, PENRITH TOWN HALL**

**RESOLVED** that Cllrs Budding and Duncan would represent ATC at this meeting. District Cllrs Morgan and Mrs Langan would also be in attendance.

**C21/03/07 TOWN CENTRE MEETING**

Cllr Mrs Langan reported on a meeting held to discuss various issues. Attendees included Appleby's Mayor Cllr Rooke, Cllr Mrs Clowes, Cllr Elliott, County Cllr Mrs Warburton, Inspector Skelton, Mr Keith Masser, Mrs Lyn Errington and the School Crossing Patrol lady. Items discussed included the new pedestrian crossing, speed limits, town centre lighting, drains outside the Moot Hall, the Library, footpaths and the Shire Hall.

**C22/03/07 CALC ROADSHOW**

As part of a planned schedule of Roadshow events between March 1<sup>st</sup> and August 31<sup>st</sup> this year, CALC had offered to come to Appleby to meet with the whole Council and the Clerk in the Public Hall for a two hour event. The idea was to discuss general Council-related items (teamwork, efficiency, communications and influence) and flag up any concerns, so that together they could find solutions or improvements. Other Parish Councils who had already had a CALC Roadshow visit had found it to be of great benefit.

The Mayor felt this was a good opportunity and Members agreed. It was **RESOLVED** that the Clerk should write back to accept the offer and then make the necessary arrangements.

Clerk

**C23/03/07 BUS SHELTER FOR THE SANDS**

The Heritage Centre had reported that the plans were underway but not yet ready for presentation to Council, so the Clerk was asked to include this item in her agenda for the April 2<sup>nd</sup> Planning Committee meeting.

Clerk

**C24/03/07 CARNIVAL COMMITTEE GRANT APPLICATION**

Deferred until April 2 F&GP Committee as mentioned above.

**C25/03/07 CUMBRIA IN BLOOM COMPETITION**

Already dealt with earlier in the meeting – please see above.

**C26/03/07 EDC PROMOTING EDEN SCHEME 2007-08**

Application forms had been passed to the Secretary for the **Appleby Chamber of Trade & Community Association** for completion, towards funding for their Christmas Fayre. Forms would be back in time for the April 2<sup>nd</sup> F&GP meeting in order that they could be approved before being forwarded to EDC. The Clerk was asked to include this item in her agenda.

Clerk

**C27/03/07 ATC PROPERTY REPORT**

Already dealt with earlier in the meeting – please see above.

**C28/03/07 T.I.C. WORKING PARTY REPORT RE. FUTURE T.I.C. STRATEGY**

Cllr I Potts and Cllr Budding guided Members through a broad outline plan and stated that the nuts & bolts could be sorted out over the next twelve months, but an initial decision was needed to express an interest in possible funding to Cumbria Tourism before the fast-approaching end of this financial year. The problem of disabled access was discussed.

**RESOLVED** that the TIC Working Party should :

- (a) **submit an Expression of Interest for possible funding to Cumbria Tourism** before their deadline of March 30 2007, but that
- (b) **before any decision is made by Council on any future TIC Strategy** the working party put together a **full consultation document** in order that the views of people in the town could be ascertained, and
- (c) **the Council then discuss this item further once the views of the town were known.**

A recorded vote was utilised (FOR : Cllrs Budding, Mrs Clowes, Connell, Elliott, Harland, Mrs Langan, Mrs Patterson, I Potts and Rooke) (AGAINST : Cllr H Potts and Cllr Duncan).

In the meantime :

- the Clerk was asked to include an item in her Annual Town Meeting agenda to stimulate discussion
- Cllr Harland was asked to publicise this agenda through the Parish Newsletter
- Cllr Budding was asked to speak to English Heritage to find out what ATC would or would not be allowed to do with the Moot Hall as a listed building of such historical importance

**Clerk  
FH  
RFO**

**C29/03/07 MONTHLY ACCOUNTS**

**RESOLVED** that the Mayor be authorised to sign the attached schedule for payment of monthly accounts (bills and salaries) for February totalling **£11,482.43**.

The Clerk queried an invoice in the bills folder where Powergen had taken **£921.81** from the Council's account by variable direct debit. Her concern was that the bill was based on an estimated meter reading, which had resulted in an overpayment of **£388.43** to Powergen and thus lost the Council valuable interest from their bank account. During her year as RFO only actual readings had been used, to avoid overpayments. Members discussed whether to change to fixed direct debits of  $\frac{1}{12}$  annual usage costs in order to avoid this, but the RFO explained his reporting in the accounts was clearer if a bill was paid in full, rather than instalments.

**C30/03/07 CORRESPONDENCE**

Cllr Rooke reported on a letter he had received from EDC about lighting, in response to a letter he had sent following an anti vandalism meeting he had attended with the Secretary of the Cricket Club and the Police. At the meeting he had been asked to make enquiries about possible improvement to the lighting around the river. In reply, EDC said existing lanterns were not suitable for higher wattage or other forms of bulbs and to effect the type of change Cllr Rooke was seeking would require new lamps, which would be in the region of £830 per light, plus the United Utilities charges for disconnection and reconnection. This information had been passed to PC Mattinson.

**C31/03/07 TOWN CLERK'S REPORT**

The Clerk's report was received and noted. The Clerk was asked to add an August F&GP meeting to her draft 2007-08 Calendar of Meetings. The RFO was asked to produce an individual Holiday Record card for use by staff members during 2007-08.

**Clerk  
RFO**

**C32/03/07 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the press & public were excluded from the meeting during discussion of the following items of business, on the grounds that it involved the likely disclosure of exempt information as defined in Section 1 (2) of the Act.

**The Clerk left the meeting at 9.00pm and Cllr Harland took over to minute the remainder of the meeting.**

**C33/03/07 PART TWO MINUTES - EXTRA-ORDINARY COUNCIL MEETING OF JANUARY 12 2007**

**RESOLVED** that the pink Part Two Minutes of the extra-ordinary meeting of the Council held on January 12<sup>th</sup> 2007 be signed by the Mayor as a true and accurate record.

**C34/03/07 PART TWO MINUTES - EXTRA-ORDINARY COUNCIL MEETING OF FEBRUARY 23 2007**

**RESOLVED** that the pink Part Two Minutes of the extra-ordinary meeting of the Council held on February 23<sup>rd</sup> 2007 be signed by the Mayor as a true and accurate record.

**C35/03/07 PART TWO MINUTES – F&GP COMMITTEE MEETING OF MARCH 5 2007**

**RESOLVED** that these minutes be adopted.

**C36/03/07 MINUTES OF STAFFING COMMITTEE MEETINGS OF MARCH 2 and MARCH 6 2007**

**RESOLVED** that these minutes be adopted.

**C37/03/07 NEXT MEETING**

Members noted that the next ordinary meeting of the Council would be held on **Wednesday April 11<sup>th</sup> 2007** at 7pm in the Moot Hall.

There being no further business, **the meeting closed at 9.20 pm.**

**ALL**