

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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## APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY MARCH 12<sup>th</sup> 2008 at 7.00pm

Present : Mayor Cllr S Rooke  
Deputy Mayor Mrs C Patterson  
Councillors Mrs D Anderton  
[in alphabetical order] KJ Budding (*unpaid R.F.O.*)  
A Connell  
Mrs J Dempster  
CK Duncan  
F Harland  
GI Holloway  
Mrs E Langan  
J Pape  
HR Potts  
I Potts  
LH Thwaytes

Apologies : Councillor PR Elliott  
AK Morgan

*In an effort to save space, we abbreviate Appleby Town Council as "ATC"; Eden District Council as "EDC"; Cumbria County Council as "CCC"; the Cumbria Association of Local Councils as "CALC" and the National Association of Local Councils as "NALC". We also abbreviate the Finance & General Purpose Committee as "F&GP" and the Responsible Financial Officer as RFO. 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.*

### **C1/03/08 APOLOGIES FOR ABSENCE**

Apologies for absence were received by the Mayor on Council's behalf.

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

#### **Police :**

The Deputy Mayor conveyed apologies from PC Dave Mattinson, who had been delayed due to his involvement dealing with a local incident.

#### **County Council :**

No report this month.

#### **District Council :**

District Cllr Mrs Langan's report was received and noted, including :

- an update on her efforts re. public toilets
- her Ward Walk with EDC's Chief Executive Mr Kevin Douglas
- an update on the new seat on Scattergate
- her reporting of seats by Jubilee Bridge and rubbish on bridle paths
- her attendance, with District Cllr Morgan, at a Gypsy & Traveller Workshop being held in Carlisle in March

Cllr Mrs Langan then invited Cllr Holloway, ATC's Highways Authority Named Link, to update Members on ongoing work to build the new zebra crossing.

Cllr Mrs Langan accepted a query from Cllr I Potts which she would investigate with EDC, re. its plans for enforcement of new parking regulations coming into force in April.

Cllr Holloway accepted a query from Cllr Mrs Anderton which he would investigate with the Area Engineer, re. work being done on the bypass exit.

#### **Members of the public :**

A resident asked the Council a question about the format of its minutes, which the Clerk answered.

### **ACTION**

**EL**

**IH**

The Mace was returned and the meeting resumed ...

**C2/03/08 MINUTES OF ORDINARY COUNCIL MEETING ON FEBRUARY 13<sup>th</sup> 2008**

The RFO asked that the agreement shown in **C20/02/08** to close the accounts the day before a Council meeting be deferred to the next F&GP Committee meeting for further discussion, since he envisaged potential issues arising from such a policy. This was **AGREED**. The Clerk was asked to add an agenda item.

Clerk

Cllr Mrs Langan asked the Clerk to correct an error in **C18/02/08**, since Sarah Robinson and Mike Anderson's surnames had become transposed.

Clerk

**RESOLVED** that the Minutes of the ordinary meeting of the Council held on February 13<sup>th</sup> 2008 be signed by the Mayor as a true and accurate record once these amendments had been made.

Mayor

**C3/03/08 DECLARATIONS OF INTEREST**

None.

**C4/03/08 MAYOR'S REPORT & COUNCILLORS' QUESTIONS**

The Mayor's report was received and noted, including :

- the Royal British Legion's Annual Poppy Appeal Awards
  - plans for Remembrance Sunday
  - a request for helpers for the Mayor's Senior Citizens Lunch being held on Wed. April 2 in the Public Hall
- (Copies of the Mayor's Report are readily available upon request from the Mayor or the Town Clerk).*

Cllr Connell updated Members on local bus service news.

**C5/03/08 NOMINATION OF MAYOR ELECT FOR 2008-09**

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 third year.

Cllr Rooke thanked Cllr Mrs Langan but felt it was time someone else had a chance to stand for Mayor, so graciously declined the offer to serve a third year.

The Mayor called for nominations from Members for his successor as Town Mayor of Appleby in Westmorland for the municipal year 2008-09.

Cllr Langan nominated the current Deputy Mayor, Cllr Mrs Patterson, to be Mayor Elect for 2008-09. This was seconded by Cllr H Potts, who felt Cllr Mrs Patterson had made an excellent job of Deputy Mayor. The Mayor asked Members if there were any further nominations.

There being no further nominations a vote was taken and this nomination was carried unanimously.

**RESOLVED** that Cllr Mrs Clare Patterson be Mayor Elect for 2008-09 and begin her preparations for the Council's traditional annual Mayormaking Ceremony.

DM

**C6/03/08 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MARCH 3<sup>rd</sup> 2008**

The Planning Committee Chair, Cllr Mrs Patterson, presented the recommendations contained in minutes of this meeting - **copies of which had previously been published with the agenda for this Council meeting.**

Cllr Pape added further comments to those submitted by Cllr Mrs Dempster re. EDC's proposed dog control order consultation and the Clerk was asked to forward these to the Principal Environmental Health Officer.

Clerk

**RESOLVED** that these minutes and recommendations contained therein be adopted.

**C7/03/08 MINUTES OF THE F&GP COMMITTEE MEETING HELD ON MARCH 3<sup>rd</sup> 2008**

The F&GP Committee Chair, Cllr I Potts, presented the recommendations contained in minutes of this meeting - **copies of which had previously been published with the agenda for this Council meeting.**

The RFO asked that item 7a (£500 grant to the Gt North Air Ambulance) be corrected as from the Dorothy Chapman fund instead of the Hannah Kennington Charity. It had also been agreed under item 5 that he would approach Lord Hothfield with a view to ATC paying an appropriate proportion of their present church organ and town clock insurance cover.

**RESOLVED** that these minutes and recommendations contained therein be adopted with these amendments.

**C8/03/08 APPLEBY-IN-BLOOM WORKING PARTY REPORT**

Cllr Duncan reported a meeting had been held on February 26 and that he had been elected Chair. It had been decided to become Appleby in Bloom rather than Cumbria in Bloom, to encourage more residents to participate. It was envisaged there would be cups, plaques and certificates for local gardens. The next meeting would be at 7.30 on Wednesday March 26 in the Council Chamber (the Mayor's permission was granted) and all were welcome.

The Mayor confirmed that the Moot Hall flower troughs would be in place by the Easter holiday.

Mayor

**C9/03/08 PUBLIC HALL WORKING PARTY REPORT**

Cllr Mrs Langan reported that the next meeting would be at 6.30 on Wednesday March 26 in the Council Chamber (the Mayor's permission had been given) immediately prior to the Appleby in Bloom W.P. meeting.

**C10/03/08 PUBLIC TOILETS WORKING PARTY**

A letter had been received from EDC the previous day re. the Shire Hall Public Toilets and copied for all Councillors' desks that evening. This was discussed, along with an EDC email sent the same day re. the re-flooring of the Market Arcade public toilets. Both were to be considered by the Public Toilets Working Party, who would draft a proposed ATC response. Concerns were expressed about (a) coach parties of visitors who needed the use of public toilets and (b) stories that Broad Close public toilets had been locked on a Sunday. Cllr Mrs Langan was working with EDC re. ATC operating the Shire Hall toilets again for this year's Fair Week.

**C11/03/08 TOURIST INFORMATION CENTRE WORKING PARTY REPORT**

Cllr Budding reported he and the TIC Manager had held a meeting with one party interested in partnership working. He was awaiting financial information and a statement of intent before further consideration by Council. He had now received replies from both EDC and CCC to his enquiries re. contact centres. Unfortunately there was no money available this year but both authorities agreed to discuss this again re. 2009-10.

**C12/03/08 HEART OF EDEN COMMUNITY PLAN WORKING PARTY REPORT**

Cllr Budding reported that this project was progressing well and a grant had been received from Voluntary Action Cumbria. He issued Members with a questionnaire to gather ideas on major topics to include when approaching the community. Further meetings were planned for Monday March 17 and Tuesday April 1, both at 7.30 in the Council Chamber (the Mayor's permission was granted), and all were welcome.

**C13/03/08 CHARITABLE TRUST STATUS INVESTIGATION WORKING PARTY**

See next item.

**C14/03/08 CHARITABLE TRUST DEED PREPARATION**

Cllr Budding reported he hoped that Carl Glynn's visit to Committees on March 3 had answered all Councillors' questions to their satisfaction. He now wished to move forward to get a Trust Deed prepared and was seeking Council's permission for his Working Party to do that. Detailed discussion took place, with several Members concerned that no decision had yet been made to transfer the Town Council's property into a charitable trust. Cllr Budding reassured Members that at this stage all he was seeking to do was to prepare a written comprehensive form of all points discussed so far.

**RESOLVED** to consider the approval of a **Specimen Charitable Trust Deed** for the information and consideration of Council.

**C15/03/08 APPLEBY HERITAGE CENTRE**

Nothing to report this month.

**C16/03/08 APPLEBY NEW FAIR JOINT COMMITTEE (ANFJC)**

Cllr Mrs Langan reported that the next meeting was planned for April 1<sup>st</sup> and that minutes of the February 5<sup>th</sup> meeting would be circulated once prepared.

Clerk

**C17/03/08 APPLEBY CEMETERY CHAPEL JOINT COMMITTEE**

Cllr Mrs Patterson reported that another meeting would be held shortly and she was currently gathering builders' quotes.

**C18/03/08      APPLEBY GRAMMAR SCHOOL FOUNDATION GOVERNORS**

No report this month.

**C19/03/08      APPLEBY CHAMBER OF TRADE & COMMUNITY ASSOCIATION**

No report this month. Cllr I Potts was awaiting receipt of the minutes of the AGM.

**C20/03/08      ANY OTHER MEETINGS ATTENDED BY MEMBERS ON BEHALF OF THE COUNCIL**

Cllr Mrs Langan had attended a meeting with Sarah Robinson and Mike Anderson from the Environment Agency and a meeting of the **Flood Resilience Group** would be held at **7pm on Monday April 7** in the Council Chamber (the Mayor's permission was granted). Cllr Mrs Langan encouraged everyone to attend this important meeting.

**ALL**

**C21/03/08      ANNUAL REVIEW OF STANDING ORDERS**

Council conducted the annual review of its Standing Orders, including several updates suggested by CALC and by the Clerk, all of which were approved. The Clerk was asked to make the necessary amendments.

**Clerk**

**C22/03/08      FINANCIAL REPORT**

The Responsible Financial Officer's report (including this month's accounts) was received and noted. *(Copies of this report are readily available upon request from the Town Clerk or RFO).*

Members further considered the RFO's draft letter of reply from the Council to Mr Coles' question asked at the January 9<sup>th</sup> Council meeting. It had previously been agreed that the letter to Mr Coles should be held until the RFO returned from holiday, in order that more information could be obtained. The Clerk had previously written to Mr Coles on Council's behalf, to explain the delay.

**Clerk**

**RESOLVED** that the letter, in its present form, be sent by the Clerk the next day, signed by her on behalf of the RFO.

The RFO had reviewed the Council's insurance providers and now advised that the Council should move its policy from Zurich to an alternative company upon its April 1<sup>st</sup> renewal date, in order to save £1,933.27 on its annual premium. This was **AGREED** and the RFO was asked to proceed with the renewal of the insurance policy.

**RFO**

**C23/03/08      MONTHLY ACCOUNTS**

**RESOLVED** that the Mayor be authorised to sign the attached two schedules for payment of monthly accounts for **February**, totalling **£6,297.12 for the TIC bills and £5,918.29 for non-TIC bills and all staff salaries.**

**Mayor**

**C24/03/08      CORRESPONDENCE**

The Mayor had received a letter from CALC's Chairman regarding CALC's March 29 Conference at Newton Rigg "Achieving influence by Working Together". **RESOLVED** that Cllr Budding join Cllrs Morgan and Duncan in attending this conference. The Clerk was asked to book the necessary places.

**Clerk**

**C25/03/08      CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED (FOR INFORMATION ONLY)**

None outstanding.

**C26/03/08      TOWN CLERK'S REPORT**

The Clerk's report was received and noted. *(Copies of this report are readily available upon request from the Clerk).*

**C27/03/08      BRIEFING ON CALC'S PARISH CHARTER LAUNCH**

Deferred until next meeting.

**C28/03/08      NEXT MEETING**

Members noted that the next **ordinary meeting of the Council** would be held on **Wednesday April 9<sup>th</sup> 2008 at 7pm** in the Moot Hall.

**ALL**

There being no further business, **the meeting closed at 8.45pm.**