

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY APRIL 9th 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
PR Elliott
F Harland
GI Holloway
Mrs E Langan
AK Morgan
J Pape
HR Potts
LH Thwaytes

Apologies : Councillor I Potts

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.

C1/04/08 APOLOGIES FOR ABSENCE

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

C2/04/08 MINUTES OF ORDINARY COUNCIL MEETING ON MARCH 12th 2008

RESOLVED that the Minutes of the ordinary meeting of the Council held on March 12th 2008 be signed by the Mayor as a true and accurate record.

C3/04/08 DECLARATIONS OF INTEREST

Cllr Morgan declared a personal interest in Planning Application **08/0220/1** (see Minute C31/04/08). Cllr Mrs Langan explained she was unable to take part in discussions regarding Planning Applications, or be a member of ATC's Planning Committee, due to her membership of EDC's Planning Applications Committee. Cllr Connell declared a personal interest in agenda item 16. Cllr Morgan declared a personal interest in any item relating to EDC, as a Member of that authority.

C4/04/08 APPLEBY NEW FAIR MULTI-AGENCY STRATEGIC CO-ORDINATING GROUP

Mr David Sheard, **Area Support Manager** for Carlisle with Cumbria County Council's **Strategy & Performance Directorate**, visited the Council to talk about EDC's new **Appleby New Fair Multi-agency Strategic Co-ordinating Group**, the involvement of the Town Council and the community as key stakeholders and to share some views on co-ordinating this. Mr Sheard's particular speciality task was looking after Gypsies and Travellers and the main part of his job was to help the County Council engage with communities.

The Mayor thanked Mr Sheard for taking the time to meet with the Council and for the valuable discussions with Members which ensued. He confirmed that Mr Kevin Douglas would also be visiting the Council on May 21, to continue these discussions and applauded both Mr Sheard and Mr Douglas' efforts to maintain dialogue with ATC and for giving an early insight into what would take place in the future in relation to the Fair.

C5/04/08 POLICE REPORT

PC Dave Mattinson's report was received and noted. The Mayor thanked PC Mattinson for taking the time to meet with the Council to discuss current matters of mutual concern.

ACTION

Mayor

C6/04/08 COUNTY COUNCILLOR'S REPORT

Cllr Mrs Langan reported on behalf of County Cllr Mrs Warburton that the work on the Rivington Park through road had begun.

C7/04/08 DISTRICT COUNCILLORS' REPORTS

Cllr Mrs Langan's report was received and noted. Cllr Mrs Langan **AGREED** to ask an EDC Officer to look at a bulging wall at the Penrith end of Coronation Park and also the footpath and railings which Cllr Elliott reported were coming away from the gatepost.

EL

Cllr Morgan's report was received and noted. It was **AGREED** that further consideration would be given to a letter from EDC consulting on options for new political arrangements which the Clerk had previously given to each Councillor for individual responses. Members agreed this would be added to the end of the meeting, since they had each read their copy of the letter when received from the Clerk on March 12.

Cllr Morgan invited all Councillors to join him on **Sunday April 27th** at St Lawrence's Church at **10.15 for 10.30am**, when he would be hosting a **District Council Chairman's Service** as he would be approaching the end of his term as Chair of EDC. The service would be followed by a short guided tour of the historical town centre and then a light buffet. Members were asked to let Cllr Morgan know if they wished to take part so he could confirm his buffet numbers.

ALL

C8/04/08 QUESTIONS FROM ELECTORS

A resident said that EDC wanted responses to their consultation on new political arrangements from individuals but also wanted responses from Councils. The Mayor confirmed this subject had been added to the end of this meeting for further discussion in order that the Council could respond as a body.

C9/04/08 MAYOR'S REPORT AND COUNCILLORS' QUESTIONS

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

- attendance at the public enquiry into the proposed construction of three wind turbines at Hoff Moor
 - celebrating a resident's 100th birthday
 - a photo shoot celebrating the place of women in the business community of the town
 - an update on the coach schedules for each Tuesday until October
 - the annual Senior Citizens Lunch
 - judging at the Cumbria-Westmorland Federation of Women's Institutes Northern Show
- It was **AGREED** that the Deputy Mayor would wear her jewel at a civic dinner hosted by CCC later that week.

C10/04/08 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MARCH 31st 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**. The Clerk was asked to include a request for a meeting in her letter to Mr Dennis George at EDC regarding litter collection in Appleby, to ensure he knew what Appleby's needs were and to look at ways to improve the current situation.

Clerk

RESOLVED that these minutes and recommendations contained therein be adopted.

C11/04/08 MINUTES OF THE F&GP COMMITTEE MEETING HELD ON MARCH 31st 2008

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

It was **AGREED** that the word **RECOMMEND** would be removed from Minute F5 in order that any recommendation could be discussed by the new Finance Working Party.

RESOLVED that these minutes and recommendations contained therein be adopted with this amendment.

C12/04/08 APPLEBY-IN-BLOOM WORKING PARTY REPORT

Cllr Duncan's report of a Working Party meeting held on March 26 was received and noted. It would be advertised that entries were needed by **Thursday June 20th** and that judging would take place on **Friday July 18th**. Cllr Duncan thanked traders for their generous response to the Working Party's request for prizes. The next Working Party meeting would take place on **April 30th** at 7.30pm in the Moot Hall. The Mayor approved this date and the Clerk was asked to book the room.

Clerk

C13/04/08 PUBLIC HALL WORKING PARTY REPORT

Cllr Mrs Langan's report of a Working Party meeting also held on March 26 was received and noted. Minutes had been placed on Councillors' desks. It was **AGREED** that deposit return cheques would be signed by two Cllr signatories as and when necessary, then reported back to Council in that month's accounts. The Clerk was asked to include an item in the next F&GP Committee agenda for May 6 for consideration of the Public Hall Working Party's recommended 20% increase in letting fees.

RFO
Clerk

C14/04/08 PUBLIC TOILETS WORKING PARTY REPORT

Cllr Connell's report of a Working Party meeting held on March 18 was received and noted. Members discussed a proposed reply to EDC drafted by the Working Party which Cllr Mrs Langan asked be held until after April 17. The Clerk was asked to add this draft letter to the May 6 Planning Committee agenda.

Clerk

The Mayor reported that confirmation had been received from EDC that ATC may operate the Shire Hall Public Toilets during Fair Week again this year, under the same terms as last year. **RESOLVED** that the Clerk sign on ATC's behalf to accept the grant of a licence to occupy these toilets. The Mayor would be calling a meeting of the same group who oversaw the successful operation of these toilets during last year's Fair, to discuss what arrangements needed to be put into place for this year.

Clerk

C15/04/08 TOURIST INFORMATION CENTRE WORKING PARTY REPORT

No report this month.

C16/04/08 HEART OF EDEN PARISH PLAN WORKING PARTY REPORT

Cllr Budding's report of Working Party meetings held on March 17 and April 1 was received and noted. The WP would next meet on April 28 at 7.30pm in the Moot Hall.

C17/04/08 CHARITABLE TRUST STATUS INVESTIGATION WORKING PARTY

See next item.

C18/04/08 SPECIMEN CHARITABLE TRUST DEED PREPARATION

Cllr Budding reported that Mr Carl Glynn was in the process of preparing a specimen trust deed, which would be forwarded to all Councillors prior to discussion at Council on May 21, together with answers to help with queries. The Clerk would add an agenda item for May 21.

Clerk

C19/04/08 APPLEBY HERITAGE CENTRE

Nothing to report this month.

C20/04/08 APPLEBY NEW FAIR JOINT COMMITTEE (ANFJC)

Cllr Mrs Langan reported that the next meeting was planned for May 6th and that minutes of the April 1st meeting would be circulated once prepared.

Clerk

C21/04/08 APPLEBY CEMETERY CHAPEL JOINT COMMITTEE

No report this month.

C22/04/08 APPLEBY GRAMMAR SCHOOL FOUNDATION GOVERNORS

No report this month.

C23/04/08 APPLEBY CHAMBER OF TRADE & COMMUNITY ASSOCIATION

No report this month.

C24/04/08 ANY OTHER MEETINGS ATTENDED BY MEMBERS ON BEHALF OF THE COUNCIL

Cllr Mrs Langan's report of a meeting of the Flood Resilience Group on April 7 attended by Sarah Robinson and Mike Anderson from the Environment Agency was received and noted.

Cllr Morgan reported that he and Cllr Duncan had attended a CALC Conference on March 29 at Newton Rigg in Penrith, of which a formal report would be circulated. Cllr Morgan had also attended the Eden Association of Local Councils meeting for the signing of the Eden Parish Charter.

C25/04/08 CUMBRIA HIGHWAYS LINK

Cllr Holloway's report, as the Council's Cumbria Highways Link, was received and noted.

C26/04/08 PARISH CHARTER FOR EDEN

Councillors had previously each received a copy of the new Parish Charter for Eden, facilitated by CALC between CCC, EDC and all Parish Councils and Parish Meetings within Eden. This was discussed and welcomed by Council.

The Clerk was asked to add an agenda item for the next F&GP Committee meeting on May 6 to discuss whether a Working Party should be formed to investigate the feasibility of ATC taking over responsibility for street cleaning in Appleby.

Clerk

C27/04/08 ANNUAL REVIEW OF FINANCIAL REGULATIONS

Council conducted the annual review of its Financial Regulations. The Clerk was asked to amend the word "our" to "out" under the second line of regulation 3.4

Clerk

C28/04/08 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).*

RESOLVED that the fixed closure dates for 2008-09 be set as Wednesday December 24 and Wednesday December 31 2008.

The Clerk was asked to include an item in her May 6 F&GP agenda for an initial discussion of the 2007-08 Accounts, with further discussion and approval at full Council in June, prior to submission to the Accountants nominated by the Audit Commission by July 11.

Clerk

RESOLVED that the Council's telephone and internet service provider be changed from Talktalk to Daisy Communications.

KB

RESOLVED that a grant application be submitted by the RFO to the Big Lottery Fund who do consider applications from local authorities, by the deadline of May 15, towards the costs of rewiring and fire regulations work to Council-owned buildings.

RFO

C29/04/08 CHANGES TO THE COUNCIL'S STAFFING STRUCTURE

As previously agreed, Cllr Budding resigned his position of unpaid RFO, effective immediately, having trained the Council's Assistant RFO as his successor as per the Council's staffing strategy. Members expressed their appreciation to Cllr Budding for the considerable amount of work he had done for the Council.

RESOLVED that with immediate effect the Council's staffing structure be modified to :

- a) remove the position of **Unpaid RFO**
- b) include the position of **Paid RFO**
- c) remove the position of **Assistant RFO**
- d) promote **Mrs Ruth Longrigg** to the position of **Paid RFO**, upon her current terms & conditions (as agreed on her appointment when training to replace Cllr Budding).

Clerk

Mrs Longrigg was congratulated on her promotion to the position of RFO.

C30/04/08 MONTHLY ACCOUNTS

RESOLVED that the Mayor be authorised to sign the attached two schedules for payment of monthly accounts for **March**, totalling **£1,130.84 for the TIC bills and £24,468.13 for non-TIC bills and all staff salaries.**

Mayor

C31/04/08 CORRESPONDENCE

A letter had been received from CCC re. their **Parish Paths Initiative funding for 2008-09**, inviting applications by the end of May. **RESOLVED** that Cllr Budding continue with this project and submit an application for funding.

KB

A letter had been received from EDC, consulting on the following Planning Applications :

08/0220 & 1 Full Application & Conservation Area

New vehicular access to Eden View flats
Flats 1-4 Eden View, Mill Hill, Appleby
Barry Broadhurst Ltd – Mr B Broadhurst

which required a response before the date of the next ATC Planning Committee. Members therefore considered these applications during this Council meeting. **RESOLVED** that the Clerk respond to say that **MEMBERS HAD NO OBJECTIONS TO THESE APPLICATIONS.**

Clerk

C32/04/08 CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED (FOR INFORMATION ONLY)

None outstanding.

C33/04/08 TOWN CLERK'S REPORT

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

C34/04/08 EXCLUSION OF PRESS & PUBLIC

RESOLVED that agenda items 20 (consideration of exclusion of press & public) and 21 (consideration of any sealed bids for shop tenancies) be deferred until the F&GP Committee meeting on May 6. The Clerk was asked to add an agenda item for that meeting.

Clerk

C35/04/08 SEALED BIDS FOR SHOP LEASES

See above.

C36/04/08 EDC CONSULTATION

As **AGREED** earlier in the meeting, further consideration was given to a letter from EDC consulting on options for new political arrangements which the Clerk had previously given to each Councillor for individual responses. Members had agreed this would be added to the end of the meeting, since they had each read their copy of the letter when received from the Clerk on March 12 and this was discussed in detail, in order that Council could agree its response.

RESOLVED that the Clerk respond to EDC's consultation to say that Members had mixed views on whether the Committee system or the Cabinet system was better, but that they would like the new structure to reflect an improved scrutiny function and better accountability.

Clerk

C37/04/08 NEXT MEETINGS

Members noted that the following meetings would be held in the Moot Hall ...

- the **Annual Town Meeting** at 7pm on **Monday April 21st 2008**
- the **Annual Meeting of the Council** at 12noon on **Wednesday May 14th 2008**
- the next **ordinary meeting of the Council** at 7pm on **Wednesday May 21st 2008** *(subject to approval of the draft Calendar of Meetings for 2008-09)*

ALL

There being no further business, **the meeting closed at 9.25pm.**