

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY JULY 9th 2008 at 7.00pm

Present : Mayor Cllr Mrs C Patterson
Deputy Mayor Cllr I Potts
Councillors Mrs J Dempster
[in alphabetical order] CK Duncan
PR Elliott
GI Holloway
Mrs E Langan
J Pape
LH Thwaytes

Apologies : Councillors Mrs D Anderton
A Connell
F Harland
AK Morgan
HR Potts
S Rooke

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.

C1/07/08 APOLOGIES FOR ABSENCE

Apologies for absence were received by the Mayor on Council's behalf, including those of the Rev. Roger Collinson (Mayor's Chaplain) and Mr David Johnson (Mace Bearer). The Prayer was read by the Clerk.

(A number of Councillors who had sent apologies were attending the post Fair meeting in the Public Hall on Council's behalf but Council remained quorate, with nine Members in attendance at Full Council).

C2/07/08 MINUTES OF ORDINARY COUNCIL MEETING ON JUNE 11th 2008

RESOLVED that the Minutes of the ordinary meeting of the Council held on June 11th 2008 be signed by the Mayor as a true and accurate record.

C3/07/08 DISTRICT COUNCIL CHAIRMAN'S VISIT

The Chairman of Eden District Council, **Cllr Tony Brunskill**, was welcomed to the meeting. Cllr Brunskill introduced himself and discussed with Council how EDC works with it for the benefit of the local community. The Mayor thanked Cllr Brunskill for taking the time to come to Appleby and spend time with the Council. Cllr Brunskill asked Members to contact him on **07860 814 338** in future with anything they felt he may be able to help with and thanked the Council for its warm welcome and useful discussions.

C4/07/08 DECLARATIONS OF INTEREST

None this month.

C5/07/08 POLICE REPORT

The Police had sent apologies, as they were involved in the post Fair meeting being held in the Public Hall.

C6/07/08 VISIT OF EDC'S COMMUNITY SAFETY OFFICER

EDC's recently appointed **Community Safety Officer, Mr Mark McKay**, was welcomed to the meeting. Mr McKay introduced himself and discussed with Council some of the community safety issues and concerns in the town. The Mayor thanked Mr McKay for taking the time to come to Appleby and spend time with the Council. Mr McKay asked Members to contact him in future with anything they felt he may be able to help with and thanked the Council for its warm welcome and useful discussions. The Clerk was asked to circulate Mr McKay's contact details, which are mark.mckay@eden.gov.uk and **01768 817817**.

ACTION

Mayor

C7/07/08 COUNTY AND DISTRICT COUNCILLORS REPORTS

Cllr Mrs Langan's District Council report was received and noted.

C8/07/08 QUESTIONS FROM ELECTORS

None this month.

C9/07/08 MAYOR'S REPORT AND COUNCILLORS' QUESTIONS

The Mayor's report, including thanks to Cllr Budding for all his work for the Council, was received and noted. *(Copies of this report are readily available upon request from the Clerk).*

The Mayor introduced to Councillors the future **Acting Responsible Financial Officer Mrs Helen Newbury**, who was sitting in the Public Gallery as part of her orientation. *(Mrs Newbury takes over in September to cover Mrs Longrigg's maternity leave).*

Cllr Thwaytes asked the Mayor how it was proposed to complete the Charitable Trust Deed when Members had only seen a specimen trust deed and would Members have an opportunity of instructing the Solicitor who was going to prepare the Deed and then see the Deed in draft before Council applied to the Charity Commission ?

The Mayor replied that Council had to register an interest with the Charity Commission before it could apply and there was no point in paying a Solicitor to prepare a Deed until it was known if it would be considered, so Voluntary Action Cumbria were preparing the Deed and would bring it back to Council before it was sent off to the Charity Commission.

Cllr Thwaytes asked the Mayor that assuming the Council did pass all its property to a Charity and the Council would wish to occupy the property for its business purposes it is probable that an independent surveyor would be called in to work out the terms of the rent and it would be extremely likely he would insist on a full repairing lease which would negate the whole purpose ?

The Mayor replied that this would have to be checked with Voluntary Action Cumbria *(since done)*

Cllr Thwaytes queried why the Council agenda had so many items, he counted around forty. The Mayor explained that some items were simply available slots for any committees or working parties to report if necessary that month. Some were not used every month, but it was better to keep space available should it be needed and quicker for the Clerk to use a proforma agenda than to check with every group if they had anything to report each month. About a third were not needed and meetings were kept to a minimum. Saving the Clerk's time was important as it cost money.

Cllr Thwaytes queried why the agenda did not contain only recommendations rather than full Committee minutes. The Mayor explained that this would cause the Clerk more work and thus cost money. All minutes had been published and CALC had advised Council needed to note all minutes but only the specific recommendations needed to be presented for discussion.

Cllr Elliott answered a query from Cllr Duncan & Cllr Holloway and reported on ongoing work with EDC re. dead or decaying trees on the riverbank. The Clerk was asked to include an item in the next Planning agenda for presentation of a plan to plant twelve new trees on The Butts.

Clerk

Clerk

C10/07/08 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON JUNE 30th 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.**

RESOLVED that these minutes and recommendations contained therein be adopted.

C11/07/08 MINUTES OF THE F&GP COMMITTEE MEETING HELD ON JUNE 30th 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.**

RESOLVED that these minutes and recommendations contained therein be adopted.

C12/07/08 APPLEBY-IN-BLOOM WORKING PARTY REPORT

Cllr Duncan's minutes of meetings held on June 18 and July 2 were on Members' desks. A Presentation Evening was planned in the Moot Hall for 7.30pm on Friday August 1st. The next Working Party Meeting would be held in the Moot Hall at 7.30pm on Tuesday October 7th. The next available Coffee Morning in the Public Hall had been booked for June 27th 2009.

C13/07/08 PUBLIC HALL WORKING PARTY REPORT

Cllr Mrs Langan's minutes of a meeting held on July 8th were on Members' desks.

C14/07/08 PUBLIC TOILETS WORKING PARTY REPORT

Nothing to report this month.

C15/07/08 TOURIST INFORMATION CENTRE WORKING PARTY REPORT

Nothing to report this month.

C16/07/08 HEART OF EDEN PARISH PLAN WORKING PARTY REPORT

Nothing to report this month.

C17/07/08 APPLEBY HERITAGE CENTRE

Cllr Mrs Patterson reported that she would shortly be attending a Presentation Evening, as the Mayor and as a Trustee of the Heritage Centre.

C18/07/08 APPLEBY FAIR COMMUNITY FORUM (*working title to be changed or agreed at first meeting*)

Cllr Holloway advised Members that no meeting had yet been held of this new group.

C19/07/08 APPLEBY CEMETERY CHAPEL JOINT COMMITTEE

Nothing to report this month. Cllr Mrs Patterson advised Members that a meeting was to be held shortly.

C20/07/08 APPLEBY GRAMMAR SCHOOL FOUNDATION GOVERNORS

Nothing to report this month.

C21/07/08 APPLEBY CHAMBER OF TRADE & COMMUNITY ASSOCIATION

Cllr I Potts reported on plans for a Heritage Open Weekend, the launch of the Lady Anne Clifford Westmorland Heritage Trail, the Music Festival and a Sparkle Day involving reindeers.

C22/07/08 HEART OF EDEN PARISH PLAN

Cllr Holloway reported on a recent meeting which seven Councillors had attended. It was **AGREED** that as only two Councillors were required to represent ATC, Cllr Morgan and Cllr Connell would represent the Council, with Cllr Mrs Dempster as Deputy should one be unable to attend any meeting. The Clerk was asked to inform the Parish Plan Project Leader.

Clerk

C23/07/08 OTHER EXTERNAL MEETINGS ATTENDED BY MEMBERS ON BEHALF OF COUNCIL

Cllr Mrs Langan reported on a recent Flood Defence meeting, where a cascade volunteer system was planned for future flood events.

C24/07/08 MEMBERSHIP OF NEWLY FORMED BUILDINGS REPAIRS WORKING PARTY

It was **AGREED** that this Working Party would comprise the RFO, Cllr Elliott and Cllr Thwaytes. Cllr Mrs Patterson offered to help as necessary. *Cllr Mrs Langan has since been asked to join this group and has agreed.* The Mayor would check at the September Council meeting whether any Member not present on July 9 would like to join this important Working Party. *A meeting has since been held with Capita regarding damage to the Cloisters.*

Mayor

C25/07/08 COMMITTEE & WORKING PARTY MEMBERSHIP FOR THE REMAINDER OF 2008-09

Council reviewed the above and an updated membership list is attached. An updated Outside Body membership list is also attached.

Clerk

C26/07/08 CUMBRIA HIGHWAYS LINK

Cllr Holloway reported on a meeting held with Mr John Banks, Area Highways Officer. Cllr Mrs Patterson asked Cllr Holloway to report pot holes at the top of Bongate. Cllr Holloway would also follow up repair and painting of railings at the top of Bongate, near to the Courtyard Hotel and the Royal Oak Public House.

IP

C27/07/08 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).*

C28/07/08 MONTHLY ACCOUNTS

RESOLVED that the Mayor be authorised to sign the attached schedule for payment of the monthly accounts (bills & salaries) for **June**, totalling **£20,760.91** *(NOTE :- this figure comprised one cheque for £3,646.80 transferred to the Post Office account from HSBC, plus £1,898.46 to be reclaimed from EDC for operating the Shire Hall toilets during Fair Week, £1,190.28 for a full survey of the Public Hall, leaving £14,025.37 for this month's bills & salaries, both of which were higher because of the increased TIC working hours and stock purchase necessary for the Fair. Increased TIC income from the Fair puts these increased costs into context).*

Mayor

C29/07/08 DELEGATED AUTHORITY FOR AUGUST COMMITTEE MEETINGS

Since there would be no Council meeting in August it was **RESOLVED** that Delegated Authority be granted to these Committees meeting on August 4 :

Finance & General Purposes Committee - to authorise the Mayor to sign the schedule for payment of the monthly accounts for July

RFO

Planning Committee – to submit planning application comments to the District Authority's Planning Department on Council's behalf

Clerk

Cllr Mrs Dempster asked if Mayormaking could be held in the early evening instead of at lunchtime, to allow Councillors who worked to attend. The Clerk was asked to add this proposal to the next F&GP Committee agenda.

Clerk

C30/07/08 2009 ANNUAL TOWN MEETING

RESOLVED that in future this meeting be held on the **Monday prior to Mayormaking**. For this municipal year the date is **MONDAY MAY 11**. This is to allow more time for the RFO to complete her year-end accounts in order to discuss these with the Electorate. It is also appropriate for Electors to have the opportunity to thank their Town Mayor for all his or her work during the previous year. The Clerk was asked to update her Calendar of Meetings and to publicise this date in the usual manner.

Clerk

C31/07/08 CORRESPONDENCE

The Mayor read out a letter of thanks from a young local athlete for a recent Charity Fund grant towards the cost of sports equipment.

A letter was considered from EDC regarding B.T.'s proposal to close (amongst others in Eden) a phone box in Battlebarrow near the railway bridge in Appleby from which only 216 calls were made last year.

RESOLVED that the Clerk write to say that **the Town Council wishes to strongly object to the proposed removal of the Telephone Box 01768 351311 located near the Railway Bridge in Battlebarrow in Appleby, since :**

- **this is the only public telephone box on that side of the river**
- **it is a mile walk to reach the next public telephone box**
- **it is the nearest public telephone box to the Grammar School and is needed should there be an emergency and the school's telephone system not be working**
- **that this telephone box is vital for the nearby area of lower income housing in Belgravia, who are less likely to have access to a landline phone or mobile phones**
- **that the telephone box is also on a busy road and necessary for passing traffic**
- **and that during APPLEBY FAIR WEEK many of the mobile networks are unable to cope with demand and (for instance) the Vodafone server regularly crashes, so this public telephone is vital for emergencies** *(sent the next day - EDC have supported this stance)*

Clerk

C32/07/08 CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED (FOR INFORMATION ONLY)

None outstanding.

C33/07/08 TOWN CLERK'S REPORT

The Clerk's report, including thanks to Cllr Budding for all his work for the Council, was received and noted. *(Copies of this report are readily available upon request from the Clerk).*

C34/07/08 NEXT MEETING

Members noted that the next ordinary meeting of the Council would be held on **Wednesday September 10th 2008** at 7pm in the Moot Hall.

There being no further business, **the meeting closed at 8.15pm.**

Please see the attached updated 2008-09 listings ...
Committee & Working Party Membership
Outside Body Membership
Calendar of Meetings