

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY OCTOBER 8th 2008 at 7.00pm

Present : Mayor Cllr Mrs C Patterson
Deputy Mayor Cllr I Potts
Councillors Mrs D Anderton
[in alphabetical order] Mrs J Dempster
CK Duncan
GI Holloway
Mrs E Langan
AK Morgan (from 8.15pm)
J Pape
HR Potts
S Rooke
LH Thwaytes

Apologies : Councillors A Connell
PR Elliott

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 Planning & General Purpose Committee as "PGP" 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.

C1/10/08 APOLOGIES FOR ABSENCE

Apologies for absence were received by the Mayor on Council's behalf. The Mayor proposed a vote of thanks to Cllr Frank Harland, who retired from Council on September 26th 2008 and had served as Town Mayor from May 2004 to May 2006, inviting him to attend the November 12th Council meeting to present his Mayoral Portrait to hang alongside those of his predecessors on the wall in the Council Chamber. The Clerk was asked to include an agenda item for the November 12th meeting. Cllr Rooke thanked Cllr Harland for his invaluable help in welcoming coach visitors to the Moot Hall over the past three years.

ACTION

Clerk

C2/10/08 MINUTES OF ORDINARY COUNCIL MEETING ON SEPTEMBER 10th 2008

RESOLVED that the Minutes of the ordinary meeting of the Council held on September 10th 2008 be signed by the Mayor as a true and accurate record.

Mayor

C3/10/08 DECLARATIONS OF INTEREST

None this month.

C4/10/08 POLICE REPORT

Sergeant Tim Parkin and PCSO Joel Larmour updated Members on Police matters. The Mayor thanked both Officers for taking the time to come to the meeting and discuss local issues.

C5/10/08 COUNTY AND DISTRICT COUNCILLORS REPORTS

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

C6/10/08 QUESTIONS FROM ELECTORS

None this month.

C7/10/08 EDC'S CHIEF EXECUTIVE VISIT

Mr Kevin Douglas, EDC's Chief Executive, was welcomed to the meeting and updated Members on EDC's plans for the next three years. Cllrs Holloway and I Potts raised the topic of tourism (the promotion of which had been published in September as one of EDC's strategic actions). They expressed concern at a recent EDC decision to reduce its support for Appleby's T.I.C., which also acted as a council contact centre for town, district and county council issues, asking Mr Douglas if there was a way in which EDC and ATC could work together to develop a way to maintain this grant rather than reduce it. Mr Douglas explained the new Local Links scheme being used in Alston, where EDC's T.I.C. had been merged with CCC's Library to save costs for both authorities. This was now being considered for Kirkby Stephen where, unlike Appleby, the T.I.C. was also owned by EDC.

Cllr Mrs Langan asked why the Town Council were not represented on EDC's **New Fair Strategic Committee**. Mr Douglas explained that this was not appropriate, since all bodies represented on that Committee were from a higher tier of local government, with both the Legal Powers and the Funding to make strategic decisions relating to their work in conjunction with the Fair (such as the County Council, District Council, Cumbria Constabulary, etc)., but that this would continue to be reviewed.

Other local issues were also discussed with Mr Douglas, including the following agenda item. The Mayor thanked Mr Douglas for taking the time to come to Appleby to meet with the Council.

C8/10/08 PETITION FROM RESIDENTS OF 34 HOUSEHOLDS IN SCATTERGATE CRESCENT

Members discussed a petition compiled by residents of No's 27 – 43 Scattergate Crescent, Appleby, relating to their preferred usage of an area of land at the rear of their properties. The land was owned by EDC and designated as an open green space kept for the benefit of the community but not designated or maintained as a play area. Mr Douglas was able to update Members that EDC's legal team currently had this matter in hand and that an outcome was expected very soon. *(letter since received and circulated)*

C9/10/08 MAYOR'S REPORT AND COUNCILLORS' QUESTIONS

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

- congratulations to the RFO on the birth of a daughter
- congratulations to the local Herald Reporter on her recent Engagement
- plans for the Remembrance Sunday Parade and Service on November 9th *(Cllrs to meet at 1.15pm in the Chamber for robing please)*
- the Heritage Weekend and thanks for all the help received
- the Westmorland Show
- a request for Council's permission to move a wardrobe from the Council Chamber into the Mayor's Parlour and to replace it with a glass display case from there, to free up more wall space in the Chamber for pictures and improve facilities for the display of items for residents and visitors

(Copies of this report are readily available upon request from the Clerk).

C10/10/08 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON SEPT 29th 2008

The Finance Committee Chair, Cllr I Potts, presented the minutes of this meeting - **copies of which had previously been published with the agenda for this Council meeting.**

RESOLVED that these minutes **(there were no recommendations contained therein)** be adopted.

RESOLVED that a grant of £1,500 be donated from the Ingram Dawson fund towards the Chamber of Trade Christmas Lights costs this year (expected to cost £3,150 in total).

The Trustees, Cllrs Mrs Langan and H Potts, having voted against this donation as Councillors, then held a separate meeting as Trustees and decided to approve this grant, since the Council vote had been carried (by five to four with two abstentions). *(The Clerk is researching how this situation can be avoided in the future).*

RFO

C11/10/08 MINUTES OF THE PLANNING & GP COMMITTEE MEETING HELD ON SEPT 29th 2008

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

RESOLVED that these minutes **(there were no recommendations contained therein)** be adopted.

C12/10/08 APPLEBY-IN-BLOOM WORKING PARTY REPORT

Cllr Duncan reported that the next meeting would be held on October 14th at 7.30pm.

C13/10/08 BUILDING REPAIRS WORKING PARTY REPORT

Cllr Mrs Anderton's report was received and noted. Minutes of recent Working Party meetings had been circulated. Members thanked Mrs Anderton for all her many hours spent meeting with workmen to obtain the necessary quotations and for leading this important project.

C14/10/08 CHARITABLE TRUST STATUS INVESTIGATION WORKING PARTY

Cllr Holloway reported that a working party meeting had taken place and that a report was being prepared for the Finance Committee for its next meeting on November 3rd. The Clerk was asked to add an agenda item.

Clerk

C15/10/08 FAIR HILL COMMITTEE

No report this month.

C16/10/08 PARISH PATHS INITIATIVE (PPI) GRANT WORKING PARTY

Cllr Pape reported on the high level of paperwork and that this project was moving forward. Members thanked Cllr Pape for all the work being done since taking over this project.

C17/10/08 PUBLIC HALL WORKING PARTY REPORT

No report this month.

C18/10/08 PUBLIC TOILETS WORKING PARTY REPORT

The working party's report had been circulated, together with a recommendation to Council and a proposed letter to EDC regarding the possible adoption of the Shire Hall Public Toilets by ATC.

RESOLVED that the Clerk send this letter the next day (*since sent*)

Clerk

C19/10/08 RECYCLING CENTRE WORKING PARTY REPORT

Cllr Duncan's report was received and noted.

RESOLVED that the **Recycling Centre Working Party** meet with the **Finance Working Party** to compile a letter for Council to approve on November 12 regarding the EDC Adoption Agreement.

CD

C20/10/08 TOURIST INFORMATION CENTRE WORKING PARTY REPORT

Cllr I Potts' verbal report was received and noted. Minutes to be attached to the November 3 Finance Committee agenda in order that a Recommendation contained therein may be considered with the necessary three days notice.

Clerk

The Clerk was asked to include an agenda item for the November 12 Council meeting, for consideration to be given to Working Parties reporting to the Council's two main Committees, rather than direct to Council (and if so to make decisions on which WP reports to which Cttee and also amend Terms of Reference as necessary).

Clerk

C21/10/08 TOWN WEBSITE (JOINT WORKING PARTY WITH THE CHAMBER OF TRADE) REPORT

Nothing to report this month.

C22/10/08 APPLEBY HERITAGE CENTRE

Nothing to report this month. The next meeting would be held on October 28.

C23/10/08 NEW FAIR COMMUNITY FORUM

Cllr Mrs Anderton reminded Members that a meeting would be held on Wednesday October 15th at 7pm in the Moot Hall, to which representatives from all surrounding Parish Councils had been invited, together with Mr Brian Morris from CCC's Neighbourhood Forum.

C24/10/08 APPLEBY CEMETERY CHAPEL JOINT COMMITTEE

Nothing to report this month.

C25/10/08 APPLEBY GRAMMAR SCHOOL FOUNDATION GOVERNORS

Nothing to report this month.

C26/10/08 APPLEBY CHAMBER OF TRADE & COMMUNITY ASSOCIATION

Cllr I Potts asked Members to publicise the November 29 Sparkle Day as much as possible, since the Chamber were doing a huge amount of work to make it a success.

C27/10/08 HEART OF EDEN COMMUNITY PLAN

No report this month.

C28/10/08 OTHER EXTERNAL MEETINGS ATTENDED BY MEMBERS ON BEHALF OF COUNCIL

Cllr I Potts reported on a recent **CCC Together We Can meeting** he had attended as deputy for Cllr Mrs Anderton, who would attend the next meeting on October 20.

C29/10/08 CUMBRIA HIGHWAYS LINK

Cllr Holloway's report was received and noted. Members thanked Cllr Holloway for keeping in touch by phone with the Area Highways Engineer and for meeting with him on a quarterly basis to conduct site visits.

Cllr Morgan arrived at 8.15pm, having travelled back from a NALC meeting.

C30/10/08 VACANCY IN APPLEBY WARD

Council had advertised locally that it was seeking an interested party to Co-opt.

RESOLVED that **Miss Sandra Knowles** be Co-opted to the Appleby seat vacated by Mr Keith Budding. The Clerk was asked to make all the necessary arrangements and to inform the District Authority.

Clerk

C31/10/08 PORTFOLIO OF HISTORIC APPLEBY PHOTOGRAPHS

Cllr Holloway presented to Council on behalf of Mr Michael Gregson, a well known local historian, a portfolio of beautiful photographs and postcards of historic Appleby which Mr Gregson had kindly donated to the Council. The Mayor graciously accepted the portfolio on Council's behalf, instructing the Clerk to write to thank Mr Gregson and say that the photographs would be displayed in the Council Chamber for residents and visitors to see.

Clerk

C32/10/08 FINANCIAL REPORT

The Acting Responsible Financial Officer's report (including this month's accounts) was received and noted, including a vote of thanks to Cllr Mrs Anderton for all her help with obtaining quotes for building repairs work and to Cllr Thwaytes for all his help with correcting budget formats prior to work on next year's budgets

(Copies of this report are readily available upon request from the Town Clerk or Acting RFO).

C33/10/08 MONTHLY ACCOUNTS

RESOLVED that the Mayor be authorised to sign the attached schedule for payment of the monthly accounts (bills & salaries) for **September**, totalling **£12,252.82..**

Mayor

C34/10/08 CORRESPONDENCE

None outstanding.

C35/10/08 CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED (FOR INFORMATION ONLY)

An email and poster had been received from **Eden Community Outdoors**, inviting everyone to attend the **Appleby Halloween Festival of Fire and Light** starting at 6pm at The Sands on October 31st. The Clerk was asked to reply to say thank you for the invitation and Members were looking forward to attending. *(since done)*

Clerk

A letter had been received from the Council's Tenant of **3 Market Arcade**, the children's shop named Cheeky Monkeys, giving notice to quit. The Clerk was asked to place her usual advertisement in the Herald and to bring sealed bids to the November 12 Council meeting for consideration. *(since done – ad should be in on Oct 18)*

Clerk

C36/10/08 TOWN CLERK'S REPORT

The Clerk's report was received and noted, including a verbal request for a volunteer to climb the Church Tower steps on Sunday October 26 to adjust the Town Clock when the clocks go back for autumn. The Clerk had provided a remote switch which, if suitable, could eliminate the need for climbing the steps in the future. Cllr Rooke had already volunteered to help and Cllr Holloway now volunteered to climb the steps on October 26 to install the remote switch so that (hopefully) the clock could be turned on and off from the bottom of the steps in future. Members thanked Cllrs Holloway and Rooke for their help. Cllr Rooke would contact the Church Warden to agree a suitable time.

**SR
IH**

(Copies of this report are readily available upon request from the Clerk).

C37/10/08 NEXT MEETING

Members noted that the next ordinary meeting of the Council would be held on **Wednesday November 12th 2008** at 7pm in the Moot Hall.

C38/10/08 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the Press and Public be excluded from the remainder of the meeting, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, while the following business was transacted. Members of the press and public left the meeting at this point.

C39/10/08 BUILDING REPAIRS

RESOLVED that responsibility be delegated to the Building Repairs Working Party to obtain the best value quotations for the electrical survey of the Moot Hall, including shops.

Council asked that **FS Potts & Sons** make progress with the outstanding repair works already approved and assigned to them (broken windows etc) before winter sets in.

DA

HP

C40/10/08 LETTERS FROM TENANTS

Council gave guidance to the Acting RFO regarding letters from two of its Tenants.

RFO

C41/10/08 STAFFING COMMITTEE REPORT

RESOLVED that Cllr Holloway succeed Cllr H Potts on the Staffing Committee.

Clerk

Minutes were on Members desks as Cllr Morgan reported on the Staffing Committee's meeting of October 2nd.

RESOLVED that each member of Appleby Town Council's staff has an annual entitlement of up to eight weeks' sickness leave with full pay. *(This was already the case for all except three Staff Contracts, which would now be brought into line).* The Clerk was asked to write to the three staff members affected to notify them of this Variation to their Contracts of Employment.

RFO

Clerk

Members were asked to give some thought to item 3 on the Staffing Cttee minutes, entitled **Achieving Quality Council Status**, in order that this could be considered by the **Planning & General Purpose Committee** at its meeting on November 3. The Clerk was asked to circulate her report to all Members and to include this item on the November 3 agenda.

Clerk

There being no further business, **the meeting closed at 9.16pm.**