

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 NOVEMBER 12th 2008 at 7.00pm

Present : Mayor Cllr Mrs C Patterson
Councillors Mrs D Anderton
[in alphabetical order] A Connell
Mrs J Dempster
CK Duncan
GI Holloway
Miss S Knowles
Mrs E Langan
AK Morgan
J Pape
HR Potts
S Rooke
LH Thwaytes

Apologies : Deputy Mayor Cllr I Potts
Councillor 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.

C1/11/08 APOLOGIES FOR ABSENCE

Apologies for absence were received by the Mayor on Council's behalf. The Mayor welcomed to her first Council meeting Cllr Miss Sandra Knowles.

C2/11/08 MAYORAL PORTRAIT

Former Town Mayor Mr Frank Harland was also welcomed to the meeting and invited to present his Mayoral Portrait to Council, to hang alongside those of his predecessors on the wall in the Council Chamber. Mr Harland retired from Council on September 26th 2008 and had served as Town Mayor from May 2004 to May 2006.

Cllr Morgan said it was nice to see the tradition of former Mayors being maintained, with only 1 or 2 gaps in 120 years.

C3/11/08 MINUTES OF ORDINARY COUNCIL MEETING ON OCTOBER 8th 2008

RESOLVED that the Minutes of the ordinary meeting of the Council held on October 8th 2008 be signed by the Mayor as a true and accurate record.

C4/11/08 DECLARATIONS OF INTEREST

Cllr Mrs Anderton and Cllr Holloway both declared on planning issues and Cllr Morgan declared on anything to do with EDC as a Member of that Council.

C5/11/08 POLICE REPORT

Sergeant Tim Parkin updated Members on Police matters. Questions to the police included issues on speed limits on The Sands, signs at the top of Boroughgate which are difficult to see and buses parking on the zig zags near the zebra crossing. The Mayor thanked Sergeant Parkin for taking the time to come to the meeting and discuss local issues.

C6/11/08 COUNTY AND DISTRICT COUNCILLORS REPORTS

Cllr Mrs Langan's and Cllr Morgan's District Council reports were received and noted.

ACTION

Mayor

C7/11/08 QUESTIONS FROM ELECTORS

None this month.

C8/11/08 MAYOR'S REPORT AND COUNCILLORS' QUESTIONS

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

- Mayor's coffee morning
- Remembrance Day Parade
- Aid trip to Mali
- Eric Wolf's retirement function
- Probation Service unpaid work scheme

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

C9/11/08 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON NOVEMBER 3rd 2008

The Finance Committee Vice Chair, Cllr L Thwaytes, presented the minutes of this meeting - **copies of which had previously been published with the agenda for this Council meeting.** Cllr Holloway declared an interest in the Volunteer Centre Eden.

RESOLVED that these minutes (and recommendations contained therein) be adopted.

C10/11/08 MINUTES OF THE PLANNING & GP COMMITTEE MEETING HELD ON NOV 3rd 2008

Cllr Mrs Anderton and Cllr Holloway left the room.

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 (and the recommendations contained therein) be adopted.

C11/11/08 APPLEBY-IN-BLOOM WORKING PARTY REPORT

Cllr Duncan reported that the next meeting would be on 24th February 2009 and that he and the Mayor had been invited to the Cumbria In Bloom AGM in Windermere to hear about the new judging rules and guidelines.

C12/11/08 BUILDING REPAIRS WORKING PARTY REPORT

Cllr Mrs Anderton's report was deferred until Part Two since it contained details of quotations for building work.

C13/11/08 CHARITABLE TRUST STATUS INVESTIGATION WORKING PARTY

No report this month.

C14/11/08 FAIR HILL COMMITTEE

No report this month.

C15/11/08 PARISH PATHS INITIATIVE (PPI) GRANT WORKING PARTY

No report this month.

C16/11/08 PUBLIC HALL WORKING PARTY REPORT

No report this month.

C17/11/08 PUBLIC TOILETS WORKING PARTY REPORT

Cllr Connell reported on an email from EDC received after Cllr Mrs Langan had chased up a reply to ATC's letter of 9th October regarding possible adoption by ATC of the Shire Hall Public Toilets.

RESOLVED that (a) a letter be sent to CCC to ask if the notice to break the Lease could be withdrawn and (b) a letter be sent to EDC to ask why they did not wait for ATC's letter to arrive (when they knew it was coming) before giving notice of termination of the Lease. Cllr Langan was thanked for chasing up the reply.

C18/11/08 RECYCLING CENTRE WORKING PARTY REPORT

Cllr Duncan's report was received and noted.

Clerk

C19/11/08 TOURIST INFORMATION CENTRE WORKING PARTY REPORT

No report this month.

C20/11/08 TOWN WEBSITE (JOINT WORKING PARTY WITH THE CHAMBER OF TRADE) REPORT

No report this month.

C21/11/08 APPLEBY HERITAGE CENTRE

No report this month.

C22/11/08 NEW FAIR COMMUNITY FORUM

Cllr Mrs Anderton's report was received and noted. Minutes had been circulated of a New Fair Community Forum meeting held on October 15th. All surrounding Parishes had been invited, but only Ousby and Warcop attended. **It was decided to disband any future meetings**, since both Ousby and Warcop had already had their own meetings with the Police and EDC Environmental Health. **It had therefore been agreed that each Parish would hold its own meeting before and after the Fair and report back via EDC's Neighbourhood Forum themselves.**

C23/11/08 APPLEBY CEMETERY CHAPEL WORKING PARTY

The Mayor reported that the Working Party had been to visit Penrith Cemetery Chapel and had returned with some good ideas.

C24/11/08 APPLEBY GRAMMAR SCHOOL FOUNDATION GOVERNORS

No report this month.

C25/11/08 APPLEBY CHAMBER OF TRADE & COMMUNITY ASSOCIATION

No report this month.

C26/11/08 HEART OF EDEN COMMUNITY PLAN

Cllr Morgan reported that all Councillors had a copy of a questionnaire which was aimed at all the Parishes involved and he would be pleased if Councillors would email him any suggestions to make it Appleby specific.

ALL

C27/11/08 OTHER EXTERNAL MEETINGS ATTENDED BY MEMBERS ON BEHALF OF COUNCIL

Cllr Mrs Anderton reported on a recent **CCC Together We Can meeting** she had attended on Council's behalf, that things were going ahead for the drop in days and for all Councillors to please put it into their diaries.

Cllr Langan reported on a meeting with the **Flood Group**, who were well on their way to finishing off the flood arrangements. There was to be a cascade system in place and Cllr Mrs Langan would be grateful if young people would come forward to help fill sandbags.

Cllr Morgan reported on a **CALC AGM** he had attended on ATC's behalf.

C28/11/08 CUMBRIA HIGHWAYS LINK

Cllr Holloway's report was received and noted. He was pleased with the way the Cumbria Highways Hotline was working and was arranging for better feedback on what had been completed.

C29/11/08 VACANCY IN APPLEBY WARD

The Clerk was instructed to advertise locally that Council was seeking an interested party to Co-opt and to ask that written applications be sent to the Clerk. Names of interested parties to be brought to the next full Council meeting on December 10th by all Councillors and the Clerk, to enable a new Member to be Co-opted at that meeting. The Clerk was asked to include an agenda item for that meeting.

**ALL
Clerk**

C30/11/08 REPORTING STRUCTURE REVIEW FOR COMMITTEES AND WORKING PARTIES

RESOLVED that the following new reporting structure be effective immediately ...

<u>REPORTING TO THE FINANCE COMMITTEE ...</u>	<u>AND TO THE PLANNING & GENERAL PURPOSE COMMITTEE ...</u>
BUILDING REPAIRS WORKING PARTY FINANCE WORKING PARTY PUBLIC HALL WORKING PARTY T.I.C. WORKING PARTY TOWN WEBSITE WORKING PARTY	APPLEBY IN BLOOM WORKING PARTY ATC FAIR HILL WORKING PARTY BUS SHELTER WORKING PARTY CEMETERY CHAPEL WORKING PARTY CLOISTERS CLEANING WORKING PARTY DOWPITTS WOOD & PARISH PATHS WORKING PARTY PUBLIC TOILETS WORKING PARTY RECYCLING WORKING PARTY

With the STAFFING COMMITTEE and the APPEALS COMMITTEE reporting directly to Council.

C31/11/08 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES AND WORKING PARTIES

This item was **DEFERRED** to the next meeting, when a structure chart would be available for Members use as new Terms of Reference were discussed.

Clerk

C32/11/08 T.I.C. OPENING HOURS FOR COACH VISITS

RESOLVED that the TIC remain open for one hour longer on Tuesdays in the winter when a coach was visiting the Moot Hall. There would be no extra cost as the TIC closed an hour earlier on Saturdays in the winter.

SR

C33/11/08 FINANCIAL REPORT

The Acting 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 Acting RFO).*

C34/11/08 MONTHLY ACCOUNTS

RESOLVED that the Mayor be authorised to sign the attached schedule for payment of the monthly accounts (bills & salaries) for **October**, totalling **£23,218.98**.

Mayor

C35/11/08 CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED (FOR INFORMATION ONLY)

A letter about the **Eden Parish Liaison Group** was noted. Cllr Mrs Langan and Cllr Morgan to attend.

C36/11/08 TOWN CLERK'S REPORT

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

C37/11/08 DELEGATED AUTHORITY

RESOLVED that Delegated Authority be granted to the Town Clerk, Acting RFO and the Chairman of the Finance committee to authorise any unforeseen spending whilst the building repairs are in progress.

C38/11/08 NEXT MEETING

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

C39/11/08 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.

C40/11/08 SEALED BIDS FOR 3 MARKET ARCADE

No bids having been received, the Clerk was asked to advertise the vacant tenancy in the shop window and then re-advertise in the Herald early next year.

Clerk

C41/11/08 CLERK'S WORKING HOURS

RESOLVED that the Staffing Committee meet and then report to the Finance Committee on December 1st. The Acting RFO to bring Budget options to the Finance Committee with assumptions included.

Staffing Cttee

C42/11/08 QUALITY PARISH STATUS

DEFERRED for further discussion in 2009.

C43/11/08 BUILDING REPAIRS WORKING PARTY REPORT

Cllr H Potts left the room for the first item in Cllr Mrs Anderton's report. Cllr Mrs Dempster also left the room as she knew people working for the companies listed in the quotes. It was decided to obtain a third quote for the annual gutter-cleaning contract. After much discussion about quotes it was suggested not to necessarily go for the cheapest quote but to go for the best one for the job. It was also **RESOLVED** that the Council Chamber be decorated after the work had been done.

BRWP

C44/11/08 LATE CORRESPONDENCE

The Mayor read out an email from EDC's Principal Environmental Health Officer, Mrs Elaine Lomas and Cllr Morgan left the meeting whilst it was discussed. ATC agreed with EDC's suggestion that the Council's Tenant should obtain the necessary caravan site licence. The question of improving Fair Hill to be put on a Planning agenda so the ATC Fair Hill Working Party could be asked to make a recommendation.

Clerk

There being no further business, **the meeting closed at 9.30pm.**