

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 SEPTEMBER 12th 2007 at 7.00pm

Present : Deputy Mayor Mrs C Patterson (in the Chair)
Councillors KJ Budding
[in alphabetical order] A Connell
Mrs J Dempster
CK Duncan
PR Elliott
AK Morgan
J Pape
HR Potts (until 8.45pm)
I Potts
LH Thwaytes

Apologies : Mayor S Rooke
Councillors Mrs D Anderton
F Harland
Mrs E Langan

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". 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.

C1/09/07 APOLOGIES FOR ABSENCE

As the Mayor had a prior engagement the Deputy Mayor Cllr Mrs Patterson took the chair for the meeting.

Apologies for absence were received by the Deputy Mayor, who also welcomed to her first Council meeting the new Assistant to the Responsible Financial Officer, Mrs Ruth Longrigg.

Cllr Mrs Patterson informed Council of the resignation of Cllr Mrs Clowes the previous day and thanked Mrs Clowes for all her work on the town's behalf during the previous two years. The Clerk would notify EDC of the casual vacancy for Appleby Ward.

Condolences were conveyed by the Deputy Mayor on Council's behalf to Cllr Mrs Anderton and Cllr Budding, who had each lost family members that week.

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

Police :
None present.

District Council :
District Cllr Morgan's report was received and noted.

Members of the public :
Mrs Janet Martin addressed the Council regarding her concerns about tenancies in Council-owned property.

The Mace was returned and the meeting resumed ...

C2/09/07 ORDINARY COUNCIL MEETING OF JULY 11th 2007

RESOLVED that the Minutes of the ordinary meeting of the Council held on July 11th 2007 be signed by the Deputy Mayor as a true and accurate record.

C3/09/07 DECLARATIONS OF INTEREST

Cllr Morgan declared a personal interest in agenda items 5g and 5h as a Member of EDC.

ACTION

Clerk

D.M.

C4/09/07 MAYOR'S REPORT & COUNCILLORS' QUESTIONS

The Mayor's report, read out by the Deputy Mayor, was received and noted.

RESOLVED that Euphoric Circus be allowed to hang their banner but that they be requested to contact Cllr H Potts for advice on the safest fixing on the Moot Hall.

Clerk

C5/09/07 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON JULY 30 2007

The Planning Committee Chair, Cllr Mrs Patterson, presented the minutes of this meeting - copies of which had previously been sent to all Councillors.

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

Please see attached for details of items discussed by the Planning Committee.

C6/09/07 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON SEPTEMBER 3 2007

The Planning Committee Chair, Cllr Mrs Patterson, presented the minutes of this meeting - copies of which had previously been sent to all Councillors.

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

Please see attached for details of items discussed by the Planning Committee.

C7/09/07 MINUTES OF THE F&GP COMMITTEE MEETING HELD ON JULY 30 2007

The F&GP Committee Chair, Cllr I Potts, presented the minutes of this meeting - copies of which had previously been sent to all Councillors.

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

Please see attached for details of items discussed by the Finance & General Purpose Committee.

C8/09/07 MINUTES OF THE F&GP COMMITTEE MEETING HELD ON SEPTEMBER 3 2007

The F&GP Committee Chair, Cllr I Potts, presented the minutes of this meeting - copies of which had previously been sent to all Councillors.

RESOLVED that these minutes **and recommendations F4, F5, F6 and F7 contained therein** be adopted, with "£100" amended to "£50 to £100" on page 2 of the minutes.

The Clerk was asked to add three items to the next F&GP agenda for October 1st for further consideration :

(a) the nomination of members for an ATC / Chamber of Trade & Community Association "Town Website" Joint Working Party

(b) the annual Government review of the Legal Minimum Wage

(c) insurance for Council buildings and property

Please see attached for details of items discussed by the Finance & General Purpose Committee.

Clerk

C9/09/07 CUMBRIA-IN-BLOOM WORKING PARTY REPORT

Cllr Mrs Patterson's report on behalf of Cllr Harland was received and noted. Congratulations and thanks were expressed to Working Party members and everyone else who worked so hard to achieve a Silver Medal Award. The town would be informed of this achievement via the Parish Newsletter.

C10/09/07 PUBLIC HALL WORKING PARTY REPORT

No report this month. Minutes had been circulated for a recent Working Party meeting.

C11/09/07 PUBLIC TOILETS WORKING PARTY

Cllr Connell's report was received and noted.

C12/09/07 TOURIST INFORMATION CENTRE WORKING PARTY REPORT

Cllr I Potts' report was received and noted. Minutes had been circulated for a recent Working Party meeting.

C13/09/07 APPLEBY ALLIANCE

No report this month.

C14/09/07 APPLEBY HERITAGE CENTRE

Cllr Mrs Patterson's report was received and noted.

C15/09/07 APPLEBY NEW FAIR JOINT COMMITTEE

No report this month.

C16/09/07 APPLEBY CEMETERY CHAPEL JOINT COMMITTEE

Cllr Mrs Patterson's report was received and noted.

C17/09/07 APPLEBY GRAMMAR SCHOOL FOUNDATION GOVERNORS

No report this month.

C18/09/07 ANY OTHER MEETINGS ATTENDED BY MEMBERS ON BEHALF OF THE COUNCIL

Cllr I Potts' report regarding the Chamber of Trade & Community Association's Music Festival was received and noted. Council thanked Cllr Potts for all his work in helping to organise this successful event.

Cllr Morgan invited Members to join him for the forthcoming Association of Local Councils meeting in Penrith in two weeks time.

C19/09/07 ADOPTION OF THE UPDATED MODEL CODE OF CONDUCT

RESOLVED to :

- a) with effect from **Wednesday September 12th 2007**, adopt the updated model **Code of Conduct** contained in **Statutory Instrument No. 1159 (2007)**, as it applies to Parish/Town Councils, with the addition of **paragraph 12(2)** as the Code of Conduct which is expected of Members and Co-opted Members of Appleby Town Council, in place of the existing Code of Conduct adopted by the Council under **Minute 95 on April 10th 2002**
- b) adopt the ten General Principles as a non-enforceable annex to the Code, to remind Members and the public of the principles underlying the Code
- c) require Members of the Council to renew their Registrations of Interests in the light of the new Code and the Monitoring Officer be notified accordingly within 28 days of the adoption of the Code, *ie: by October 10th 2007*
- d) authorise the Clerk to publish a notice of the adoption of the Model Code of Conduct in the local press, utilising the composite notice prepared by CALC to reduce costs

ALL

Clerk

C20/09/07 NOMINATION OF DEPUTIES FOR COMMITTEE MEETINGS

RESOLVED to allow Planning Committee Members to nominate a Member of the F&GP Committee to attend Planning as their Deputy, should they be unable to attend a Planning Committee Meeting themselves.

RESOLVED to allow F&GP Committee Members to nominate a Member of the Planning Committee to attend F&GP as their Deputy, should they be unable to attend an F&GP Committee Meeting themselves.

The Chairman or Clerk to be informed of each deputisation in advance of a meeting. (At these committee meetings of nine Members at least half (ie: five) must be present for the Committee to be a quorum, as stipulated in Standing Order 48).

C21/09/07 PROPOSED ZEBRA CROSSING FOR THE SANDS

RESOLVED that a Working Party meeting be held the next day to discuss the draft proposal and allow the Highways Authority to further progress and cost their plans. The Clerk was asked to add to the October 1st Planning agenda an item for Members to then consider the costed scheme, incorporating those Working Party suggestions, in order to prepare recommendations for Council on October 10.

Clerk

Cllr H Potts left the meeting at 8.45pm

C22/09/07 ANNUAL TOWN MEETING MINUTES – APRIL 23 2007

Members considered whether all actions promised at the April 23 2007 Town Meeting had been completed. It was **AGREED** that Cllr Morgan would follow up with EDC the possibility of an additional litter bin on the river bank.

C23/09/07 ANNUAL TOWN MEETING MINUTES – MAY 21 2007

Members considered whether all actions promised at the May 21 2007 further Town Meeting had been completed. It was **AGREED** that there were no outstanding actions.

C24/09/07 APPLEBY IN WESTMORLAND SOCIETY NEWSLETTER

RESOLVED that Council note Cllr Thwaytes' comments and comments made in the Appleby in Westmorland Society newsletter, act on them where appropriate, thank the Editor of that newsletter for raising these points for Council's attention (even though some of the criticisms were not valid criticisms – a certain amount contained a number of inaccuracies on which the comments were based), and draw a line under the whole incident. The Clerk was asked to add an agenda item for the F&GP Committee on October 1st to consider (a) how to deal with correspondence (whether it be in agendas or in the Town Clerk's Report) and (b) the siting and funding of an additional noticeboard for the Council's minutes to be accessed by the public (in addition to via the TIC, Library and ATC website).

The RFO was asked to obtain costings for an appropriate noticeboard on which to display the Council's minutes outside the Moot Hall.

Clerk

RFO

C25/09/07 CHARITABLE TRUST STATUS FOR COUNCIL-OWNED PROPERTIES

RESOLVED that this Working Party carry out further work to refine the model trust deed to make it suitable for ATC use if this project is approved.

RESOLVED that the RFO be authorised to present the Council's accounts in a suitable format for such use.

**KM AC
IP KB**

C26/09/07 FINANCIAL REPORT

Cllr Budding's report was received and noted.

C27/09/07 MONTHLY ACCOUNTS

RESOLVED that the Deputy Mayor be authorised to sign the attached two schedules for payment of monthly accounts (bills for TIC and bills & salaries for non-TIC) for **July** totalling **£3,139.33 for the T.I.C. and £10,980.87 non-T.I.C.**

D.M.

RESOLVED that the Deputy Mayor be authorised to sign the attached two schedules for payment of monthly accounts (bills for TIC and bills & salaries for non-TIC) for **August** totalling **£10,416.43 for the T.I.C. and £7,501.06 non-T.I.C.**

D.M.

C28/09/07 CORRESPONDENCE

None outstanding.

C29/09/07 TOWN CLERK'S REPORT

The Clerk's report was received and noted. The Clerk's requested holiday dates were approved by Council.

C30/09/07 NEXT MEETING

Members noted that :

- the **new Code of Conduct training session** would be held on **Tuesday September 18th 2007 at 6.30pm** in the Public Hall Supper Room
- the next **ordinary meeting of the Council** would be held on **Wednesday October 10th 2007 at 7pm** in the Moot Hall.

ALL

There being no further business, **the meeting closed at 9.15 pm.**