APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Appleby Town Council Minutes

For the meeting held in the Moot Hall

Wednesday 19th March 2025 at 6.45pm

Councillors Present:		**Also in attendance:**
Cllr Davidson	Cllr Heap	Andrew Burrell, Mayor's Chaplain
Cllr Anderton	Cllr Hilsden	David Johnson, Mace Bearer
Cllr Chalmers	Cllr Kemp	1 Member of the Public
Cllr Connell	Cllr Railton	Town Clerk and Clerk's Assistant
Cllr Curley	Cllr Rooke	

Andrew Burrell opened the meeting with a prayer and left.

C1/03/25 Apologies for Absence

Apologies received from Cllr Turnbull and Cllr Pape.

C2/03/25 Declarations of Interest

Cllr Anderton declared a personal interest in any matters relating to Fair Hill, as her property borders the land.

C3/03/25 Public Participation

There were no questions received from members of the public.

C4/03/25 Minutes

Ordinary Meeting of the Council

It was **RESOLVED** to authorise the Chair of the meeting to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 19th February 2025** as a true and accurate record and the Council to approve any resolutions.

Planning and General Purposes Minutes

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Planning & General Purposes** Committee held on **Monday 10th March 2025** as a true and accurate record and the Council to approve any recommendations. All recommendations were approved unanimously:

To accept the following policies:

- Equality and Diversity Policy
- Volunteer Policy
- Community Engagement Policy
- Health and Safety Policy
- Media Policy
- Fire Safety Policy
- Complaints Procedure
- Freedom of Information Policy
- Model Publication Scheme and Policy
- Data Protection Policy
- Document Retention Policy
- Privacy Policy

Finance Committee Minutes

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the **Finance Committee** meeting held on **Monday 10th March 2025** as a true and accurate record. All recommendations were approved unanimously:

- To accept the Management Accounts for February 2025.

Property Minutes

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 10th March 2025** as a true and accurate record.

C5/03/25 Horse Fair

The Clerk reported that Inspector Mo Bibby from the Community Policing Team and Emma Brass, Senior Environmental Health Officer from Westmorland & Furness Council who were both due to attend the meeting, had cancelled yesterday. The reason given was that after looking through the issues the Council wanted to raise, Inspector Bibby said that many of the concerns were not issues that she could directly answer and felt it was best to raise them directly with MASCG. These will be raised at the MASCG meeting next week and the Chair, Steph Corden has said she would be happy to attend a future Council meeting if required.

Westmorland & Furness Council have responded to some of the concerns raised as follows:

- **Toilet provisions in the Town Centre**

Concerns that because Broad Close car park is closed, it is not clear that the toilets are still open. The public toilets in the Market Arcade really struggled with the volume of usage last year and the Council are concerned that this will put extra pressure on them. It was confirmed that additional signage will be put up in the car park to say the toilets are still open and we will also put some signage at the Market Arcade saying alternative toilets are located at Broad Close. Some portaloos will also be located by the library building.

- **Litter Clean up and Bins on the Sands / Riverbank**

It has been confirmed that when the Sands is re-opened at 6pm and the first clean-up of the evening takes place at 6pm, the riverbanks will also be cleaned and this will be done again at 6am. The RSPCA also conduct a sweep of the riverbed at 9am.

There were more portable bins placed on the Sands for the 2024 fair, but if the Council think that more is needed, this can be requested. Cllr Railton commented that he walked around the river at around 8pm during the fair last year and both the fixed and temporary bins on the Sands and the Butts were all full and overflowing.

Action: The Clerk will highlight the bin issue with Contracts.

- **Fair Hill Caravan site plan**

It was confirmed that the site plan for Fair Hill held as part of Westmorland & Furness Council's caravan licence, is a plan of Fair Hill and not a site plan of where units are to be located. It is stipulated in the license that family caravans should be no less than 3 metres apart, non-family caravans should be no less than 6m apart and there should always be access for emergency vehicles within 9ms. The officers at Westmorland and Furness inspect the hill Thursday, Friday and Saturday, and the fire service check the layout.

C6/03/25 Unitary Authority Reports

Cllr Connell's report was received and accepted. Of note was suggested changes to the ward boundaries, which proposes to merge Appleby and Bongate wards with Bandleyside (Hoff, Colby and Ormside) and to have one elected Westmorland & Furness Councillor for the area, rather the current arrangement of two Councillors representing Appleby & Brough. The consultation is still open, and comments are welcomed. Cllr Connell reported that the consultants' report commissioned by MASCG

to look at whether Fair Hill could be a ticketed event was now published on the Appleby Horse Fair website.

Westmorland & Furness Council have reviewed their lighting policy recently and are offering different options to parish and town councils who took on footway lighting from District Councils. The Clerk confirmed she has received correspondence about this, and it will be taken to April's Planning Committee meeting.

C7/03/25 Police Newsletter

The Police Newsletter was received and noted.

Cllr Heap reported that during a recent conversation with PC Andy Watson, he had stressed the importance of providing information and reporting issues to the community policing team.

C8/03/25 Mayor's Report

The Mayor commented that BBC Radio 4's Any Questions? had been a very successful evening and very well organised.

C9/03/25 Clerk's Report

Any Questions?

Nearly 200 people turned out for BBC Radio 4 Any Questions? on Friday night. Everyone enjoyed the evening, and it was commented there was a very engaged audience. The production team had sent an email thanking everyone involved for the hard work involved in setting up the venue for such a successful broadcast.

Preparations for Year End accounts and audit

Year-end accounts preparations have started, and the internal auditor is booked in for early May.

Community Achievement Awards

The application deadline is the end of the month. Although a good number of applications have been received, more are encouraged. Any Councillors who have said they would like to go on the decision panel will meet at 11am on Tuesday, 1st April and the applications will be distributed before the meeting. The awards will be given out on Wednesday, 30th April at the Annual Town Meeting.

Inspection by Registrar's office

The inspection by the Registrar's office is booked in for next week. Appleby Smarter have kindly said they will come on Monday to spruce up the outside.

Horse Sculpture comments from Appleby residents

The office has been collating all the comments received via the planning portal, emails directly to the Council and feedback forms (26 received to date) and a breakdown of responses will be sent to all Councillors.

Meeting with Appleby Carnival

The Clerk had met with the Chair of the newly resurrected Carnival group. She had some queries on insurance and funding. The office has offered them help with printing and grant funding applications and anything else we can help them with.

Meeting with Appleby Wombles

The Clerk had met with the Appleby Wombles to talk about the idea of constituting their group. They had some suggestions on bird proof litter bins, layby bins, etc, which will be followed up with Westmorland & Furness officers.

Meeting with Westmorland & Furness Open Spaces officers

Two senior officers from Westmorland & Furness Council's 'open spaces' team visited Appleby to get a better idea of all the property they are responsible for. This includes the four playgrounds in town,

the Butts, riverbanks, Boroughgate grassed areas, cemetery, etc. It was a really good meeting, which will be followed up and will hopefully result in some positive actions for the future.

Public Hall

Our wonderful Public Hall caretaker has been on holiday for 10 days and the Clerk thanked Emma and Nicola for going over and above helping with all the setting up, etc, including over the weekend, and also Cllr Rooke for helping with opening and closing up.

C10/03/25 Outside Body Reports

There were no outside body reports.

C11/03/25 Nominations for Chair / Mayor

Cllr Curley nominated Cllr Davidson to serve a third term as Mayor after a very successful first two years. This was seconded by Cllr Anderton and approved unanimously by all Councillors present.

C12/03/25 Schedule of Payments & Bank Transfers – February 2025

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of **February 2025**, totalling £19,018.69. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

C13/03/25 Councillors' reports and items for future agendas

Cllr Railton suggested Appleby take part in Cumbria in Bloom's new community award in 2026.

Action: Cllr Railton will forward the link to the Clerk.

C14/03/25 Next Meeting

To note that the Ordinary Meeting of the Council will be on **Wednesday 23rd April 2025** at **7.45pm** in the Moot Hall.

To note that the Annual Parish Meeting will be on **Wednesday 30th April 2025** at **6.30pm** in the Public Hall.

There being no further business, the meeting closed at 7.24pm.

At the Council Meeting held on **Wednesday 23rd April 2025**, the Chair of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:

Cllr Davidson