# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.gov.uk

www.applebytown.gov.uk

Town Clerk's Office
Moot Hall, Boroughgate
Appleby-in-Westmorland
Cumbria, CA16 6YB


## Appleby Town Council Minutes

For the meeting held in the Moot Hall

**Wednesday 18th February 2026 at 6.45pm**

| **Councillors Present:** | | **Also in attendance:** |
|---|---|---|
| Cllr Davidson (Chair) | Cllr Heap | Reverend Burrell |
| Cllr Anderton | Cllr Hilsden | PCSO Baker |
| Cllr Chalmers | Cllr Railton | Town Clerk |
| Cllr Connell | Cllr Rooke | |
| Cllr Curley | Cllr Turnbull | |

**C1/02/26 Apologies for Absence**

Apologies received from Cllr Kemp and Cllr Smith.

**C2/02/26 Declarations of Interest**

Cllr Anderton declared an interest in agenda item 12 to discuss the Christmas Lights, as she is a member of Appleby Communities Acting Together (ACAT).

**C3/02/26 Public Participation**

There was no public participation

**C4/02/26 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 21st January 2026** as a true and accurate record.

- **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 9th February 2026** as a true and accurate record.

- **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 9th February 2026** as a true and accurate record. All recommendations were approved unanimously:

- To accept the Management Accounts for January 2026.
- To make up the shortfall to the amount requested by Appleby Carnival Committee in their grant application. Trustees of the Hannah Kennington Charity had agreed to award a grant of £1,000 and it was agreed that £1,000 would be given out of the Council Reserves.

- **Property Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 9th February 2026** as a true and accurate record.

**C5/02/26 Unitary Authority Reports**

Cllr Connell's report was received and noted.

**C6/02/26 Police Report**

PCSO Aaron Baker reported that there is currently a problem with illegal doorstop pedlars in the area, which they are investigating. They are also investigating some alcohol and drug related issues at Rampkin Pastures. Following reports of speeding issues on Shaw's Wiend coming into town, speed gun monitoring will be carried out in the near future. PCSO Baker reported that unfortunately he will not be Appleby's PCSO for very much longer, as he has got a promotion to a PC.

The Council thanked him for his efforts during the short time he had been assigned to Appleby and wished him well for the future.

**C7/02/26 Mayor's Report**

Cllr Davidson had no report for the meeting.

**C8/02/26 Clerk's Report**

**Doomgate Flood Defence Scheme**

A newsletter has gone out to all residents and businesses in the vicinity of the flood defence work with an update on the work, which can be found on the Appleby Flood Hub website. Project team members from both the EA and Volker Stevin are holding a public drop in event on Tuesday, 24th February in the public hall between 2pm and 7pm.

**Installation of EV Chargepoints**

Cllr Connell and the Clerk had recently met with Westmorland & Furness Council regarding their new electric vehicle charge point project. They have identified a number of potential sites in Appleby to install on-street charge points in areas that residents may not have access to off-street parking. Councillors were asked to let the Clerk know if they had any ideas for potential sites.

**4 Market Arcade**

The new tenant for 4 Market Arcade, Eden Beauty & Wellbeing, will take possession on Monday, 23rd February, although it may take her a couple of weeks to get everything ready.

**Post Office move to the Spar**

Official notice was received from the Post Office that the building will be closing down and all operations will be moving to the Spar. The only loss of service is the 24-7 ATM card machine. There is an online survey that residents can complete, but it's essentially just asking for views on accessibility.

**C9/02/26 Community Governance Review Consultation**

Westmorland & Furness Council is conducting a Community Governance Review (CGR), which started October 2025. The review's aim is to consider potential changes to electoral boundaries, changes to parish wards, as well as the number of councillors in each ward.

The draft recommendation from the review is to change the number of Councillors for Appleby from 16 to 11, consisting of reducing the number of Councillors for the Appleby ward from 8 to 5 and the number of Councillors for the Bongate ward from 8 to 6. These recommendations are based on guidelines from the National Association for Local Councils (NALC).

After discussion, it was agreed by a majority vote that the Council were not in favour of changing the number of Councillors for either ward and would request that the number of Councillors remain at 8 Councillors for the Appleby ward and 8 Councillors for the Bongate ward.

**C10/02/26 Annual Town Meeting**

It was agreed to retain the format of last year's Annual Town Meeting for this year's meeting on 29th April and to invite local community organisations and groups to attend to give a short presentation.

It was also agreed that the Community Achievement Awards, which was a new initiative last year, had been a success and should be repeated this year, with the categories remaining the same.

**C11/02/26 Use of Cloisters**

Two versions of the Booking Terms & Conditions for use of the Cloisters had been distributed to Councillors prior to the meeting for consideration.

After discussion, it was agreed by majority vote to adopt the version of the T&C, which states that "The space can be used by local organisations and causes, as well as registered UK charities, provided that in each case they are intended to benefit Appleby residents and the wider local community." It was also agreed that the restriction on how often the space could be used by individual organisations should read "The space can be booked and used a maximum of 6 times per annum by any one group or organisation".

**C12/02/26 Town Christmas Lights and Tree**

ACAT had recently informed Appleby Town Council that they were no longer able to be responsible for the town's Christmas lights and tree and had asked the Council to take on their ownership, including all associated responsibilities.

The Clerk had distributed notes from a meeting held on Friday, 13 February with two members of Appleby Communities Acting Together (ACAT), three members of Appleby Rotary, Cllr Chalmers and the Clerk.

More information has been requested from ACAT, in particular a plan of which lights go where, how all the lights are connected together, including where and how they connect to each building and what buildings supply electricity, etc.

It was agreed that no decision could be made until all the information was received, so this would be discussed at next month's Full Council meeting.

**C13/02/26 Cumberland Building Society – Account Signatories**

It was agreed to remove Cllr Pape from both the Council's Reserves and Dawson Charity accounts held with the Cumberland Building Society.

It was agreed to add Cllr Chalmers as a signatory to the Council's Reserves account.

**C14/02/26 Outside Body Reports**

There were no outside body reports.

**C15/02/26 Schedule of Payments & Bank Transfers – January 2026**

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of **January 2026**, totalling £20,824.63. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

**C16/01/26 Councillors' reports and items for future agendas**

- It was agreed to defer the items Cllr Smith had raised until he could attend a meeting.

**C17/02/26 Next Meeting**

To note that the Ordinary Meeting of the Council will be on **Wednesday 18th March 2026** at **6.45pm** in the Moot Hall.

There being no further business, the meeting closed at 8.26pm.

At the Council Meeting held on **Wednesday 18th March 2026**, 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*