APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

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 22nd April 2026 at 6.50pm

Councillors Present:		**Also in attendance:**
Cllr Rooke (Chair)	Cllr Hilsden	Rev Andrew Burrell
Cllr Anderton	Cllr Kemp	David Johnson – Mace Bearer
Cllr Davidson *(arr 7.07pm)*	Cllr Railton	Town Clerk and Clerk's Assistant
Cllr Heap	Cllr Smith	

Rev Andrew Burrell opened the meeting with a prayer and left.

C1/04/26 Apologies for Absence

Apologies received from Cllr Chalmers, Cllr Connell and Cllr Curley.

C2/04/26 Declarations of Interest

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

C3/04/26 Public Participation

There were no members of the public in attendance.

C4/04/26 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 18th March 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 13th April 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 13th April 2026** as a true and accurate record. All recommendations were approved unanimously:

  - To accept the Management Accounts for March 2026.
  - To agree the banking arrangements and account signatories for all accounts held by the Council remain the same.

- **Property Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 13th April 2026** as a true and accurate record and the Council to approve any recommendations. All recommendations were approved unanimously:

- To grant the licence for the use of Fair Hill as a campsite during the week of this year's Horse Fair to Mr B Welch, with an increase in rent in line with RPI.

C5/04/26 Unitary Authority Reports

Cllr Connells report was received and noted. In his absence, the Clerk highlighted the main points.

An annual charge of £60 will be introduced for garden waste wheelie bins. After 29th June these bins will only be emptied if they display a sticker that the householder has subscribed to the garden waste collection. This can be done online on the Westmorland and Furness website, or by phoning their customer services.

The draft temporary traffic regulation orders for Appleby Horse Fair have been published, which where possible includes feedback from the public. One of the main changes is introducing resident permit parking on a number of streets that have previously had issues: Clifford Street, Bellevue, Pembroke Street, Chapel Street, Doomgate and Colby Lane. Arrangements regarding residents' permits will be communicated once known.

C6/04/26 Police Newsletter

The Police Newsletter for April 2026 was received and noted.

C7/04/26 Mayor's Report

There was no Mayor's report.

C8/04/26 Clerk's Report

- **Assertion 10**

Assertion 10 is a new, mandatory requirement in the 2025/26 Annual Governance and Accountability Return for parish and town councils in England. It relates to digital and data compliance and requires councils to confirm they have proper and active arrangements for IT management, website accessibility, and GDPR/Data Protection compliance. All councillors are now using the gov.uk emails and the Council's website meets the relevant accessibility guidelines and publication requirements for Freedom of Information and Transparency Code. Assertion 10 requires the Council to be familiar with GDPR and data protection regulations. It was agreed that the Clerk's Office will undergo GDPR training and then provide Councillors with an overview of the most important points.

- **Cherry Trees**

The row of 10 cherry trees planted by the EA alongside the football pitch have been commemorated to John Pape and are already in blossom. The Council had a brass plaque made with an inscription to John Pape, which his wife, Jennifer, unveiled.

- **Appleby Carnival**

The Environment Agency is yet to confirm whether Edenside can be used for the Carnival's fairground equipment, so alternatives are being investigated. The Clerk has been liaising with W&F on their behalf.

- **Town of Culture Award**

An application has been submitted for the Town of Culture award. A big thank you to Cllr Turnbull and her husband Richard for doing the majority of the work, with some input from Andy and the myself.

- **Staff Training**

Staff appraisals have recently been done, and staff members have undergone a number of training workshops, including fire warden training, Freedom of Information and designing and managing traffic management plans for community events.

C9/04/26 TIC Manager's Report

The Tourist Information has had a very busy start to the year with foot flow and income up on last year. As well as being a TIC, it is also a very busy community information centre, covering all local issues, including roadworks, lost property and all sorts of reported issues. Over 400 people came in at the beginning of January for local road permits ahead of the M6 road closure.

The focus for 2026 will be on railways, with the 150th Anniversary of the Settle-Carlilse line opening. The Appleby Crafty Ladies are working with the organisers of the Settle plant pot festival and are putting plant pot creations at all the stations along the line. The line is also planning a 'flash sale' of £1.50 train tickets in the summer.

Although we still have a Tourism Officer who covers Eden, employed by W&F Council, they now cover the whole of W&F area on her own and is part time. It's therefore more important than ever that we have a tourism group with a voice for the Eden Valley.

C10/04/26 Outside Body Reports

There were no outside body reports.

C11/04/26 Schedule of Payments & Bank Transfers – March 2026

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of **March 2026**, totalling £34,913.49. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

C12/04/26 Risk Assessment and Health & Safety Risk Assessment

The Clerk explained as both risk assessments had been updated significantly last year, there has only been minor changes for 2026-27. The Risk Assessment for 2026-27 and the Health and Safety Risk Assessment for 2026-27 were **AGREED** and **ACCEPTED**.

C13/04/26 Councillors' reports and items for future agendas

- Cllr Kemp raised concerns about parking in the town centre and requested this was added to a future agenda to discuss ideas.
- Cllr Smith requested the Council look at pedestrian safety in Appleby town centre, especially on Bridge Street and High Wiend.
- The Clerk reported she had met with an officer from Action with Communities in Cumbria (ACT) to create a Community Plan for Appleby. The last Community Plan was carried out in 2009 and included the surrounding villages. Doing a Community Plan will require a considerable amount of time and effort and could take 12-18 months. Although it can be led by the Council, it would also require other stakeholders to be actively involved, ie. residents, businesses and community groups. It was agreed that the Clerk would pursue this further.

C14/04/26 Next Meeting

To note that the next Ordinary Meeting of the Council will be on **Wednesday 20th May 2026** at **6.45pm** in the Moot Hall.

To note that the Annual Parish Meeting will be held on **Wednesday 29th April 2026** at **6.45pm** in the Public Hall Supper Room, with a buffet and networking opportunity from 6.15pm.

To note that the Annual Meeting of the Council will be held on **Wednesday 6th May 2026** at **12 noon** in the Moot Hall followed by the Mayors luncheon at the Public Hall.

To note that Civic Service at St Lawrence's Church will be held on **Sunday 17th May 2026.** Councillors to convene at the Moot Hall at **10.15am**.

There being no further business, the meeting closed at 7.37pm.

At the Council Meeting held on **Wednesday 20th May 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 Rooke

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