APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Appleby Town Council Minutes

For the meeting held in the Moot Hall

Wednesday 20th May 2026 at 6.45pm

Councillors Present:		**Also in attendance:**
Cllr Davidson (Chair)	Cllr Heap	Rev Andrew Burrell
Cllr Anderton	Cllr Potts	Town Clerk and Clerk's Assistant
Cllr Chalmers	Cllr Railton	
Cllr Connell	Cllr Rooke	
Cllr Curley	Cllr Smith	

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

C1/05/26 Apologies for Absence

Apologies received from Cllr Hilsden and Cllr Turnbull.

C2/05/26 Declarations of Interest

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

C3/05/26 Public Participation

There were no members of the public in attendance.

C4/05/26 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 22nd April 2026** as a true and accurate record.

- **Annual 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 6th May 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 11th May 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 11th May 2026** as a true and accurate record. The following recommendation was approved unanimously:

  - Management Accounts for April 2026.

- **Property Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 11th May 2026** as a true and accurate record.

C5/05/26 Unitary Authority Reports

Eden's weekly blue bag collection and fortnightly collection of recyclables in green bags will remain unchanged for 2026-27. However, from the end of June the green garden waste wheelie bins will only be emptied if they carry the Westmorland & Furness sticker indicating that the resident has paid for this service.

Westmorland & Furness Councillors had £1,000 each at their disposal for the support of community initiatives within their ward. Cllr Connell had split his award between Appleby Crafty Ladies and Appleby Carnival.

Subject to the expected confirmation from central government, building work on the new A66 is due to start December 2026 and will take 4-5 years to complete.

C6/05/26 Committee Membership

The Committee Membership for 2026-27 was **ACCEPTED**.

C7/05/26 Outside Bodies Membership

The Outside Body Membership for 2026-27 was **ACCEPTED**.

C8/05/26 Meeting Dates 2027

The calendar of meeting dates for 2027 was **ACCEPTED**.

C9/05/26 Police Newsletter

The police newsletter was received and noted.

C10/05/26 Mayor's Report

The Mayor thanked the Councillors for attending the Civic Service.

C11/05/26 Clerk's Report

- **Annual Town Meeting**

Despite a very sunny evening, 35 people attended the Town Meeting, for what was a lovely celebration of some of the amazing work our community groups do for the benefit of the town. As well as receiving an update from the Town Council, the meeting also heard from representatives of 16 groups, who gave an update on all the great work they have been doing over the past year and their plans for the coming year. The meeting also hosted the second Appleby Community Achievement Awards. A copy of all the reports received, including groups who weren't able to attend the meeting, are published on our website for anyone who wasn't able to attend.

- **Year End**

This month has been busy with preparations for the year end accounts and AGAR documents for submission to the External Auditor. Our Internal Auditor carried out their audit yesterday and has signed everything off.

- **Horse Fair**

Preparations for Horse Fair are going well. We have been working closely with Highways on the new resident parking permit scheme for certain streets and have given out over 60 so far since Monday.

The EA have agreed to keep Edenside car park open until Monday, 1st June, after initially announcing they were closing the car park on the Friday, 29th May.

The water testing on Fair Hill has been carried out by the Environmental Health officers. The gate will be locked later this week, and Potts & Co have been asked to put the boulders on Jubilee car park tomorrow, to prevent early encampments.

Cllr Davidson and the Clerk represented the Council at the pre-Fair meeting. The Council desk was relatively quiet, with most enquiries relating to parking permits and questions on horses in town.

The daily MASCG meetings start on Friday morning.

Cllr Railton commented that a large area of Jubilee ford ramp has been eroded which could be dangerous to vehicles. The Clerk confirmed that the ford will be closed over the Horse Fair, but will find out who is responsible for it and report the damage.

- **Town of Culture Award**

We've been asked to provide some additional information to support the application.

- **Public Hall**

The new flooring for the Market Arcade/Public Hall entrance will be installed on Sunday, 14th June.

C12/05/26 Outside Body Reports

There were no outside body reports.

C13/05/26 Financial Regulations for 2026-27

The Financial Regulations for 2026-27 were **ACCEPTED** by Council and signed by Cllr Chalmers, the Finance Committee Chair.

C14/05/26 Year End Accounts for 2025-26

The Clerk gave an overview of the Year End Accounts for 2025-26. These have been reviewed by Dodd & Co and signed off by the Internal Auditor. Cllr Chalmers reported that he had met with the Clerk to go through the accounts and that there were no issues to highlight, as the Finance Committee and Council have been kept well informed throughout the year on ongoing income and expenditure. There is a surplus of £4,500 to report against the agreed annual budget, which will go into the Council's reserves.

The Year End Accounts for 2025-26 were **ACCEPTED** and signed by Cllr Davidson, the Chair of the Council.

C15/05/26 Internal Auditor's Report

The Chair commented on a very positive report and thanked the Clerk's office for their hard work. The only comment raised was in relation to the requirement for a Council IT Policy. This is a new requirement of the AGAR for this year and although the Council have a number of IT-related policies, a specific IT Policy is required. This is being worked on by the Clerk's Office.

The Internal Auditor's report was **ACCEPTED**.

C16/05/26 Annual Governance & Accountability Return 2025-26 - Section 1

The Annual Governance & Accountability Return 2025-26 – Section 1 was **ACCEPTED** and signed by Cllr Davidson, the Chair of the Council.

C17/05/26 Annual Governance & Accountability Return 2025-26 - Section 2

The Annual Governance & Accountability Return 2025-26 – Section 2 was **ACCEPTED** and signed by Cllr Davidson, the Chair of the Council.

C18/05/26 CALC / NALC Subscription for 2026-27

A discussion took place regarding this and what the Council received for the subscription.

After discussion, it was agreed to pay the subscription cost for the 2026-27 membership of CALC and NALC, but the Clerk was asked to write to CALC to ask exactly what the Council got for their subscription of £558.03.

C19/05/26 Schedule of Payments & Bank Transfers – April 2026

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of **April 2026**, totalling £20,753.01. This figure includes employee salaries and all other expenditure and purchases; and is inclusive of VAT.

C20/05/26 Councillors' reports and items for future agendas

- Cllr Anderton reported that she'd been approached to see if the Council could take ownership of a large portrait of Martin Holmes, done by artist Brian Slack in 1980. Appleby & Westmorland Historical Society had been asked, but they don't have the facilities to store it. It was agreed that if the owner asked the Council to take on ownership of the painting, they would accept it and discuss where to store it at a future meeting.
- Cllr Smith raised a number of points, which he had already raised at previous meetings, including:
    - Setting up a Youth Council.
    - Establishing a small museum in Appleby.
    - Beautification of the town centre, including parking.
    - The safety of Bridge Street, which he feels is dangerous for pedestrians.
    - Establishing a town newsletter and using town noticeboards to highlight what Councillors are doing for the town.
    - The Town Meeting and Community Achievement Awards need to be on a grander scale and better promoted.

    Cllr Curley suggested that in order to be able to take any of these suggestions forward, Cllr Smith needed to put together a project plan for each of them, with ideas as to how and who could help deliver these projects.
- Cllr Kemp announced that due to personal commitments she would no longer be able to serve as a Councillor. The Council thanked her for her work during her time as a Councillor and wished her well.

C21/05/26 Next Meeting

To note that the Ordinary Meeting of the Council will be held on **Wednesday 24th June 2026** at **6.45pm** in the Moot Hall.

There being no further business, the meeting closed at 8.01pm.

At the Council Meeting held on **Wednesday 24th June 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 P Davidson