# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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## Appleby Town Council Minutes

For the meeting held in the Moot Hall

**Wednesday 23rd September 2026 at 6.45pm**

**Councillors Present:**

Cllr Rooke (Chair)
Cllr Anderton
Cllr Chalmers
Cllr Connell
Cllr Gates
Cllr Hayes
Cllr Heap
Cllr Hilsden
Cllr Railton

**Also in attendance:**

Town Clerk and Clerk's Assistant

In the absence of the Chair and Deputy Chair, Cllr Rooke chaired the meeting.

**C1/09/26 Apologies for Absence**

Apologies received from Cllr Davidson, Cllr Curley and Cllr Turnbull.

**C2/09/26 Declarations of Interest**

There were no declarations of interest in respect of this meeting.

**C3/09/26 Public Participation**

There were no members of the public in attendance.

**C4/09/26 Staffing Committee Recommendation**

It was agreed to consider this recommendation as a closed session in Item 12.

**C5/09/26 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 July 2026** as a true and accurate record and the Council to approve any resolutions. Recommendations and resolutions approved unanimously.

**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 14th September 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 14th September 2026** as a true and accurate record. All recommendations were approved unanimously:

- The Management Accounts for July and August 2026.
- To award a grant of £500 to Appleby Edibles from the Council's new Community Chest Fund.

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**Property Minutes**

It was **RESOLVED** to authorise the Chair of the Committee to sign the minutes of the Property Committee held on **Monday 14th September 2026** as a true and accurate record.

**C6/09/26 Unitary Authority Reports**

Cllr Connell's report was received and noted.

The revised National Planning Policy Framework will come into effect on 31 October. It is expected to give greater decision-making powers on planning applications to local planning officers and reduce the opportunities for planning committees to change officer decisions. To ensure the public retain a voice, W&F Council are carrying out consultations with communities as they draw up a Local Plan. The intention is that the Plan will be drafted over the next two years with a view to submission to the national Planning Inspectorate in 2028 and implementation in 2029. Local Plans are effectively binding on officers.

A walking route crossing the W&F area from Furness to Alston has been formally opened, which passes through Appleby. This links existing rights of way, with additional improvements.

Cllr Connell reported that one of the issues raised at the Place Action Group was Coronation Park down from Garths Head Road which is owned by W&F Council. It had been suggested in the meeting that the balance of the PAG money of £2,500 could be allocated to refurbishing the park. The Clerk has previously had a site visit and communications with their officers about the issues relating the park, and as the access is non-compliant and the cost of making it compliant would be too much, it is under consideration to use the land for a different purpose, rather than refurbishing the playground.

Cllr Hayes referred to a new national campaign, 'preppers', to encourage households to store basic emergency supplies and asked whether W&F Council would be recommending similar at a local level. Cllr Connell will enquire and report back to the next meeting and Cllr Chalmers will raise it at the next meeting of AERG.

**C7/09/26 Police Newsletter**

The police newsletter was noted.

**C8/09/26 Mayor's Report**

There was no Mayor's report.

**C9/09/26 Clerk's Report**

The grant scheme has been extremely well received, and fifteen grants have been awarded totalling £14,500. Six further applications have been handed out, which are pending return. A discussion needs to be had at the next Finance Committee meeting whether the Council were in agreement to designate some additional funds to the scheme.

The Council has created a new 'Community Chest' grant scheme for community groups and not for profit organisations. The first award of £500 was made this month to Appleby Edibles to support the refurbishment of their raised beds.

Heritage Open Weekend was very successful. We are still waiting for all the visitor sheets to be returned. The TIC had 400 visitors over the weekend, and the Council Chamber had 150. Many thanks to the councillors who volunteered, in particular Cllr Rooke, who was in the Chamber both days. Castle Bank had 140 visitors and raised over £400 through their tea and cake sale, which they are donating to Appleby Smarter. The Masonic Hall was extremely popular and the cheese market at the Cloisters run by Appleby Creamery was a real crowd pleaser. Cllr Railton reported that the societies exhibition had around 80 attendees and had resulted in a number of new members joining societies.

Appleby Council have agreed to take on the responsibility for the town's Christmas lights, following notice from ACAT that they were no longer able to continue to be responsible for the lights. A

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Steering Group has been formed and held their first meeting consisting of members of the Council and Appleby Rotary and an action plan has been formulated for this year's lights. The light switch on will take place on Friday, 27th November, and will include the Town Band and the Primary School children to sing carols. It is hoped to organise a late night shopping and do a Christmas window competition, as in previous years.

Internal painting in the Moot Hall has started of the TIC, exhibition centre and other walls upstairs in the Clerk's office, stairs and Chamber.

Cllr Hayes commented that the new Welcome to Appleby cairns signs look good and he has heard positive feedback in town.

Cllr Connell commented that the works welfare compound in the leisure centre car park is still taking up a number of parking bays and wondered when they could be removed soon. The Clerk will enquire.

**C10/09/26 Outside Body Reports**

- Cllr Hayes commented that the British Legion have successfully filled their 3 main volunteer roles, so the branch is no longer at imminent risk of closure.
- Cllr Gates reported that the Carnival's AGM had gone well and also filled their 3 main volunteer roles. Several fundraising events for the 2027 carnival have been organised over the coming months.

**C11/09/26 Schedule of Payments & Bank Transfers – July and August 2026**

It was **RESOLVED** that the Chair be authorised to sign the schedule of payments for the month of **July and August 2026**, totalling £16,531.46 and £18,404.17 respectively. These figures include employee salaries and all other expenditure and purchases; and is inclusive of VAT.

**C12/09/26 Staffing**

A recommendation by the Clerk to award the Clerk's Assistant and the three TIC members of staff tax free bonuses to reward them for going the extra mile over the summer was agreed.

**C13/09/26 Councillors' reports and items for future agendas**

- Cllr Hilsden asked if it would be possible for the Council to support a small group of craft workers in town, including himself, who were planning a marketing initiative to support endangered craft practitioners. The Clerk asked Cllr Hilsden to prepare a one-page overview of the scheme for Council to consider.
- Cllr Chalmers asked if the EA could provide an update on when the pump station would be operational as this information would be useful for Appleby Emergency Response Group to have for future planning.

**C14/09/26 Next Meeting**

To note that the Ordinary Meeting of the Council will be on **Wednesday 21st October 2026** at **6.45pm** in the Moot Hall.

There being no further business, the meeting closed at 7.32pm.

At the Council Meeting held on **Wednesday 21st October 2026**, the Chair of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:

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