

## Appleton Wiske Parish Council

Minutes of the Parish Council Meeting held by **Zoom** on **Monday 1st June 2020** that commenced at 7.30 pm.

### **Present**

Cllrs Derek Partington (DP(Chair)), Ken Blackwood (KB (Vice-Chair)), Richard Hauserman (RH), Richard Johnson (RJ), Michelle Thompson (MT), Neil Slade (NS), David Hugill (DH (NYCC)), Sue McDonnell (SM (Clerk)).

<b>1.</b>	<b>Public Comment –</b> none.	
<b>2.</b>	<b>Apologies &amp; Declarations of interest for any agenda item</b> Apologies - Jackie McReddie (JR), Steve Watson (SW (HDC)). Declarations of Interest from DP for item 4h and NS for item 7b.	<b>Action</b>  none
<b>3.</b>	<b>Minutes of the May 2020 meeting</b> Minutes of the May 2020 meeting discussed and some minor amendments agreed. SM to amend and re-circulate minutes which will be signed at the next face to face meeting. Benches in village discussed and resolved NS to remove tape and put a warning sign on them. MT to draft sign wording.	<b>SM/NS/ MT</b>
<b>4.</b>	<b>Financial Matters</b>	
<b>a)</b>	To certify Appleton Wiske Parish Council as exempt from external audit for fiscal year 2019/20. After discussion it was resolved that Appleton Wiske Parish Council is exempt from external audit for the year 2019/20 as its annual turnover does not exceed £25,000. DP to complete and sign form, page 3 of the AGAR, and return to SM to send to PKF Littlejohn LLP. When all the Annual Governance and Accountability Return (AGAR) has been completed it should be displayed on the notice board and website (see 4e).	<b>DP/SM</b>
<b>b)</b>	To note the Annual Internal Audit Report for 2019/20 included at page 4 of the AGAR 2019/20. After discussion the newer members felt that they didn't fully understand what was required and resolved that item deferred to an Extraordinary Zoom meeting to take place before the next PC meeting. DP to organise.	<b>DP/ALL</b>
<b>c)</b>	To approve Section 1 – Annual Governance Statement 2019/20 for Appleton Wiske Parish Council on page 5 of the AGAR 2019/20. After discussion resolved that item was also deferred to the Extraordinary meeting.	<b>ALL</b>
<b>d)</b>	To approve Section 2 – Accounting Statements 2019/20 for Appleton Wiske Parish Council on page 6 of the AGAR 2019/20. DP stated he had checked the figures and they were the same as reported previously by the Clerk. Resolved that Appleton Wiske Parish Council approve Section 2 – Accounting Statements 2019/20 for Appleton Wiske Parish Council on page 6 of the AGAR 2019/20. DP to complete and sign form and return to SM.	<b>DP/SM</b>
<b>e)</b>	To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities. SM had circulated the Analysis of Variances and Asset Register forms which are part of the AGAR. DP had circulated amendments to both. DP's amended version was agreed. Resolved that DP re-circulate them and that in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities Appleton Wiske Parish Council will publish the following documents on a public website: Also resolved that RJ send a list of ARA assets included on the PC's asset list to SM and LS to enable ARA assets to	<b>DP/SM/ RJ/KB</b>

	<p>be removed in the current financial year now that they are insured by ARA.</p> <ul style="list-style-type: none"> <li>• Certificate of Exemption</li> <li>• Annual Internal Audit Report 2019/20</li> <li>• Section 1 – Annual Governance Statement 2019/20</li> <li>• Section 2 – Accounting Statements 2019/20, page 6</li> <li>• Analysis of variances</li> <li>• Bank Reconciliation to 31<sup>st</sup> March 2020</li> <li>• Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.</li> </ul>	
f)	Agreed to pay Practical Audio Visual £1,783.82 for Village Hall Film Screen - BACS payment.	<b>SM</b>
g)	Agreed to pay YLCA £18.75 for AGAR training course for the Clerk - BACS payment.	<b>SM</b>
h)	Resolved that the PC need an Expenses Policy, MT to look into it, but agreed to reimburse Derek Partington £20.99 for printer ink cartridges – BACS payment.	<b>MT/SM</b>
i)	Received £3,445 from HDC for Precept.	None
j)	Received £750 from Northallerton Rotary towards cost of Village Hall Film Screen.	None
k)	Received £200 from Village Hall towards planting. To be paid into Appleton in Bloom Fund.	None
<b>5.</b>	<b><u>Planning Matters</u></b>	
a)	None.	None
<b>6.</b>	<b><u>Police Report</u></b> -received and circulated. No issues.	None
<b>7.</b>	<b><u>Correspondence</u></b>	
a)	E-mail received from LS pointing out problems with stiles and kissing gates in the village, some of which had already been reported to NYCC. <b>DP</b> to contact RP regarding the stiles on his land. <b>KB</b> to take photographs of the other stiles and gates and report to NYCC.	<b>DP/KB</b>
b)	E-mail from NS requesting to improve footpath from Front St to the Reading Rooms. He intends to use hardcore and sand as a base, no cement. DP pointed out that policy is to use key blocks or cobbles. Resolved that NS has permission to upgrade footpath to the Reading Rooms and DP circulates Village Green Policy.	<b>DP/NS</b>
c)	RH had e-mailed re road signs. He had cleaned up the sign and area near the Shorthorn but found that the membrane and chippings need to be renewed. The sign on the Picton Rd also needed a new membrane. Resolved RH to purchase membrane and chippings in order to improve both signs into the village. The signs at Hornby Road and Welbury Road entrances do not have membranes.	<b>RH</b>
d)	Further e-mail received from resident CT stating social distancing not being maintained in the village and asking for information about the Local Plan. SM had replied. Resolved that SM's reply covered the points made and SM to thank her for her comments which have been noted.	<b>SM</b>
<b>8.</b>	<b><u>Matters Arising</u></b>	
a)	Public Sessions Guidelines – Update. Resolved to defer item to next meeting due to time constraints. Comments to DP's draft policy had been received from KB, MT and RH. MT offered to pull the policy together as policies and procedures were her day job. Discussed that PC needs more policies in place as some gaps had been identified. Resolved that SM sends MT a list of current policies and procedures and MT to draft policies needed and circulate for comments before PC approval. RH offered assistance if needed.	<b>SM/MT/RH</b>

<b>9.</b>	<b><u>Reports from Representatives</u></b>	
<b>a)</b>	Newsletter Summer Issue – MT said deadline is 7 June and she has received quite a few items. She has been looking into funding but due to Coronavirus outbreak organisations are short of funds therefore no success yet except DH's offer. She is also looking into other printing options. MT suggested that public need info about corresponding with the PC and will include something in the Newsletter. Resolved that MT organises meeting with RH/SM to discuss draft using Zoom. DP noted that unless funding can be found, budgetary limitations will restrict the number of pages and appearance of the newsletters.	<b>MT/RH/ SM</b>
<b>b)</b>	KB reported that Hewitsons had been accessing the Village Farm site across the village green and the PC had not given permission to do this. Land owner may have given permission without contacting PC. Resolved that DP contact the landowner to ascertain who now owns land at Village Farm accessed by the drive.	<b>DP</b>
<b>c)</b>	KB reported that allotment rented by AMcT is overgrown with weeds. He had heard that she had been shielding and he would be happy to assist with weed killing. Resident JH had contacted him asking if any allotments were available. SM had been approached previously by RA and had started a waiting list. Resolved JM to contact AMcT as allotment representative and remind her of the agreement conditions and whether she needed any assistance from KB in the short term.	<b>JM</b>
<b>d)</b>	Village Xmas Tree and lights - KB had been approached by resident KW who had taken over organising Xmas Tree, asking him whether PC would agree to a grant towards the cost this year and what procedure was. Resolved that KB inform her of the budget and ask her to write or e-mail the PC with the request for funding.	<b>KB</b>
<b>10.</b>	<b><u>Items for information or next month's agenda</u></b>	
<b>a)</b>	Brompton PC had collected the CCTV equipment from KB and SM has receipt.	
<b>11.</b>	<b><u>Public Comment</u></b> – none.	

Meeting closed at 9.45 pm. Next Zoom meeting Monday 6th July 2020 at 7.30 p.m.

Sue McDonnell, Clerk, Appleton Wiske Parish Council