

Appleton Wiske Parish Council

Minutes of the Parish Council Meeting held by **Zoom** on **Monday 7th December 2020** that commenced at 7.30 pm.

Present

Cllrs Derek Partington (DP (Chair)), Ken Blackwood (KB (Vice-Chair)), Richard Hauserman (RH), Richard Johnson (RJ), Jackie McReddie (JR), Michelle Thompson (MT), David Hugill (DH (NYCC)), Steve Watson (SW (HDC)) and Sue McDonnell (SM (Clerk))

1.	<u>Public Comment</u> – None.	
2.	<u>Apologies & Declarations of interest for any agenda item</u> Apologies were received from Neil Slade RH declared an interest in item 7b.	<u>Action</u> none
3.	<u>Minutes of the November 2020 meeting</u> Minutes of the November 2020 meeting were approved with one amendment to item 8b. MT requested that ‘MT is convinced that she can find funding’ is replaced by ‘MT will try her best to find funding’. KB to sign them and amend website.	SM/KB
4.	<u>Financial Matters</u>	
a)	The draft budget for 2021/22 and the 3 year forward plan had been prepared by the Clerk, discussed last month and amended accordingly. KB questioned newsletter receipts and payments and after discussion it was suggested that the income and expenditure budgets are amended to £500 and £800 respectively. KB mentioned the street light between Hunters Ride and The Paddock which hadn't been upgraded when all the others were done. SM replied that costs needed before it is added to the budget. RJ said the lamp itself would be about £180 plus VAT and fitting. Resolved that this should be part of Village Land Maintenance budget line. DP to speak to HDC and NYCC about this and if it does fall back onto the Parish Council then to ask who the contractors were. Suggested that Clerk's PAYE and NI line be amended to £390 next year and £400 the year after. Resolved that the 2021/22 budget be approved with these amendments. SM to make the amendments, re-circulate the budget, complete the forms received by HDC and send them off. Resolved that SM finds out if CIL received was due to the Hunters Ride development, JM to provide an update on a possible signpost in village. MT suggested PC could use saving on Village Hall rent for a Zoom subscription if the pandemic runs on into next financial year.	SM/DP/JM
b)	Internal check and internal audit update – KB had carried out an internal check on quarter 2, the 3 months ended 30 th September 2020, DP had checked quarter 1 to 30 th June 2020. KB checked the bank statements to the minutes and had found no issues except that £20 had been received from KM on 5 th October. He didn't know what it was for and couldn't find it in the minutes. SM had e-mailed to say it was for Autumn Newsletter sponsorship and was in November's minutes. HD, the PC's independent internal auditor, had done an audit of the 6 months from 1 st April to 30 th September 2020 using the bank statements, minutes and invoices. He had found no issues but had asked about the Appleton in Bloom Fund and the year end timetable. SM had explained and sent him the details requested. He offered to sign the auditor page on the AGAR (Annual Return) at the end of the financial year on 31 st March 2021. Resolved that he does so and that KB signs the Internal Control page. HD had prepared a list of areas for improvement for the PC to look at under the headings Risk Assessment, Internal Control and Audit and External Audit. Discussion about the definitions of internal control/check,	SM/DP/KB/ HD/AII

	<p>internal audit and external audit ensued. SM will clarify these definitions for Members.</p> <p><u>Risk Assessment</u></p> <ul style="list-style-type: none"> • Recent bank statements for both accounts should be signed and dated by the Chair. SM said this could only be done in arrears as she is using the current ones. Resolved to set up a Finance sub-committee to do this when the PC can meet face to face again. 3 members needed plus a reserve • Wages etc. and working hours – should be a signature on payslips and bank statements. Clerk paid quarterly in arrears. Resolved that DP do this as he receives copies of documents of the payroll documents. • Annual Return to external auditors – SM clarified that the PC is a Smaller Council, defined by income less than £25,000, and the public are our external auditors. However if the PC request an external audit, it must be done by PKF Littlejohn as they are contracted to do this by YLCA and the cost would currently be £200. • Members Interests – should be updated regularly and maintained on the website. SM explained that this is currently done every 3 years when members are elected, and HDC keep the records. It is up to members to inform HDC of any changes, MT suggested this should be done annually. After discussion it was resolved that SM circulates the blank form to members each May and the results are recorded on the website. • Paper records should be stored to provide reasonable protection against fire and theft – SM explained that she keeps the current year at home until the year end is completed then it is stored in a locked metal filing cabinet in the village hall. The current policy is to keep 6 years plus the current. Due to Covid the last 2 years have been stored there but nothing has been thrown out as the action for SM and KB to go through records and jointly decide what to discard has not been carried out yet. • Electronic records – consideration should be given to cloud storage. SM explained that currently the PC has an external hard drive and records are backed up at the end of each quarter. KB offered to take up cloud storage with ME whose company hosts the website. <p><u>Internal Control and Check</u></p> <ul style="list-style-type: none"> • Internal control/check work should be carried out on a regular basis throughout the year. This is already being done and will be continued by the Finance Sub-Committee in future. • In order to provide an audit trail all documents checked should be evidenced by signing and dating relevant documents wherever necessary – already agreed above. <p><u>Independent Internal Audit</u></p> <ul style="list-style-type: none"> • Most of the work that HD proposes to do is to look at the generality of record keeping, to check that major items of expenditure and income are properly authorised and recorded, and that the Annual Return audit page is correctly completed in accordance with records supplied to him. 	
c)	To consider renewal of CPRE (Campaign for the Protection of Rural England) membership at a cost of £36.00 p.a. After discussion it was resolved not to renew the PC's membership as it wasn't giving sufficient benefits to the PC.	
d)	To approve attendance at YLCA Internal Control on-line course for KB and SM requested to attend the year-end on-line course again, at a cost of £30 each. Both were resolved and KB and SM to book their places.	KB/SM

e)	Resolved to pay the following invoices, all electronically:- YLCA invoice received £22.50 for a further planning seminar on 20 th December attended by RH. Whitegates Nursery £120.00 for the Christmas tree, which is a saving of £80 on the budget. Agreed that it looks lovely and RJ was thanked for putting the lights on in the rain!	SM
c)	Received since the last meeting:- Received £1,747.21 from HDC for CIL payment. Received £300.00 grant towards newsletter from NYCC via DH. Received £75.92 from NYCC for grass cutting of verges 2020.	SM
5.	<u>Planning Matters</u>	
a)	None	
6.	<u>Correspondence</u>	
a)	<u>Police Report</u> – for November received listing 1 incident of Commercial burglary in Appleton Wiske. A response had been received from PC Christopher Hughes – KB suggested to invite him to the January meeting to discuss the reports and parking issues in the village. Resolved that SM do this.	SM
b)	E-mail received from resident BP covering issues previously raised. The PC noted its contents.	None
c)	A letter had been received from PW of Romanby re Jehovah's Witnesses enclosing an issue of Watchtower. Resolved that the PC do not see this as PC business.	None
d)	Improvements to the Centre of the Village and the block paving proposal – KB apologised as he said at last meeting that he would re-distribute his drawing of the area to PC members who would then draw what they would like to see there in order to have a straw poll of what the PC thinks would look best to improve the area. Resolved that he does this and PC members respond to him with their ideas to be discussed at the next meeting.	KB/AII
7.	<u>Matters Arising</u>	
a)	Renovation of village benches and tables – no more progress but JM suggested renewing the shelving and creating a seat for village children waiting for the school bus and cyclists to use. This could incorporate shelving for the books and a plastic folding seat for 2 people at one end of the shelter, similar to the ones other councils use. Resolved that JM progress it as previously checked with Broadacres that they have no objections.	JM
b)	Parking in the village and 20's plenty update – DH responded that there is a 20's plenty policy on NYCC's website. Resolved that he circulates it. DH asked how long it was since we had a speed survey in the village to check compliance with the current 30 mph speed limit. DP said it was a long time ago. Resolved that RH ask NYCC Highways for an up to date survey to be done. RH asked DH if there was a policy whereby approval or not of 20's plenty is agreed in a village or town outside schools. DH said he didn't think so and the request goes to the Highway Authority for approval. Resolved that RH progress this.	RH
c)	New allotment tenant and review of agreement. SM reported that JH had been next on the list. She had signed the agreement and paid the balance of rent for this year and next year's rent. RH reported that his son had an allotment elsewhere and that council had a 20 page agreement. Resolved that ours doesn't need to be that long but may need to be more comprehensive. Resolved that RH obtain and circulate this agreement, particularly for JM to look at in conjunction of her review of the PC's agreement.	RH/JM
d)	Purchase and siting of replacement trees in the village – already decided to	

	obtain Rowan trees at £8 each from the Woodland Trust. Need to look at how many are needed and where to site them. Resolved that 3 trees are needed, 2 for the grass between Hunters Ride and the Paddock and one outside Rowan House on Front Street. The optimum time for planting was discussed with some members thinking now and others early Spring. Resolved that KB speak to Helen Arnold the arboriculturalist for advice on optimum time.	KB
8.	Reports from Representatives	
a)	Winter Newsletter – MT is hoping to have newsletter printed and delivered by 21 st December. She asked all members to get in touch with articles and ideas. Several ideas were discussed including shop opening hours at Xmas.	MT
b)	Update on ARA land transfer from HDC and registration of village greens with the Land Registry - KB. John Lawrence at HDC has sent the transfer documents to Freeman Johnson who sent them to KB. He has circulated them by e-mail with his observations. Village green registration – it seems this is quite a complex process. RJ stated that he had looked on the Government website and that maybe we should consult a solicitor and obtain an estimate. SM stated she had asked YLCA twice to circulate other parishes asking about pros and cons of doing this and they still haven't done so. Resolved that she asks them why it hasn't been circulated. Also resolved that KB raises the topic at the Councillors Forum on 11 th December.	KB/SM
c)	Pruning of shrubs at the side of Willow End – KB. KB reported that his hedge trimmer had been broken but had been repaired so he will do this soon.	KB
9.	Items for information or next month's agenda	
a)	KB reported that during the week that Front Street was closed Mon to Fri 9.30 to 3 due to NYCC works, men were working later than 3 pm and he had seen children returning home from school trying to walk round the equipment which was blocking the road. He had taken a photo which he sent to both NYCC and Northern Powergrid. There was no pedestrian walkway and the children were walking between 2 wagons which gave him serious concerns for their safety, and the safety of other adults and children walking home. He questioned sending this to the Health and Safety Executive as the company need to know what their employees are doing. DH will follow this up and said he had serious concerns about the incident.	DH
b)	KB reported the good news that the new cinema screen in the village hall is to be used 3 times in December for schoolchildren to watch films within their bubbles.	None
c)	KB requested that the parking letter drafted by North Yorkshire Police is discussed at the next meeting. SM apologised for omitting the Pre-School donation from the agenda.	SM
d)	KB reported that the minibus has had hardly any income this year. It has only been used occasionally by the school, who normally use it on Tuesday afternoons, and the shopping trips into Northallerton are currently suspended. It was resolved that the minibus is advertised in the Winter Newsletter. VH controls the bookings for it. East Harlsey have requested that the PC pick up and drop off passengers there for the Wednesday town trips which leave Appleton at 9.30 am. The minibus has 14 seats, some single and some double, so can currently seat 7 or more passengers.	MT/KB
e)	KB had asked HDC for an additional dog waste bin but was awaiting a reply.	KB
f)	CT had reported to JM that the removal van outside one of the houses in the centre of the village had made a mess of the village green. Resolved that JM photograph and damage and report back.	JM

Meeting closed at 9.35 pm. Next meeting Monday 11th January 2021 at 7.30 p.m.

Sue McDonnell, Clerk, Appleton Wiske Parish Council