

## Appleton Wiske Parish Council

Minutes of the Parish Council Meeting held in Appleton Wiske Village Hall on **Monday 7th February 2022** that commenced at 7.30 pm.

### Present

Cllrs Richard Hauserman (RH Chair), Michelle Thompson (MT Vice Chair), Ken Blackwood (KB), Richard Johnson (RJ), Chris Lancaster (CL) Derek Partington (DP) Steve Watson (SW HDC) and Sue McDonnell (SM Clerk).

<b>1.</b>	<b><u>Public Comment</u></b> – None.	<b><u>Action</u></b>
<b>2.</b>	<b><u>Apologies &amp; Declarations of interest for any agenda item</u></b> Resolved to note apologies for absence for Jackie McReddie (JR) and David Hugill (DH NYCC). RJ declared an interest in item 8c.	none
<b>3.</b>	<b><u>Minutes of the January 2022 meeting</u></b> Resolved that the minutes were approved with 2 amendments and that SM amends and recirculates them. KB to amend website copy. RH signed and dated them.	<b>SM/KB</b>
<b>4.</b>	<b><u>Police Report</u></b> There were no incidents in the parish in January. Members received the report.	none
<b>5.</b>	<b><u>Matters Arising</u></b>	
<b>a)</b>	Cloud storage – update. CL reported KB had sent comments on documents to be stored. Resolved that CL will upload some documents to test before next meeting. Members will need a gmail account to access the storage area. Resolved that Members e-mail their gmail addresses to CL before next meeting. Access to documents was discussed and resolved that Clerk will upload documents, others to have read access.	<b>CL/ALL</b>
<b>b)</b>	Update on replacement of PC Clerk including all relevant policies. Six policies were put forward for approval – 1 - Recruitment and Selection policy. Resolved that the policy is approved, all in favour. Resolved to advertise the post with a closing date initially of 28 <sup>th</sup> February on the notice board, website, YLCA website (costs £15), Facebook and current circulation lists. The Staffing Committee (SC) to have discretion to extend date and advertise further if necessary. 2 - Staffing Committee Terms of Reference. Policy approved, all in favour. 3 – Clerk Job Advert. Resolved to include closing date and advertise vacancy immediately. 4 – Clerk job application form. Resolved to include a return address and e-mail address plus request 2 referees. Resolved to approve form with amendments, all in favour except KB. Also resolved that SC progress with recruitment process reporting back to PC if any problems arise. Resolved that SC decide on interview panel and CL to be line manager for new Clerk. Contract of Employment to be reviewed and amended re holidays, sickness etc. before next meeting. 5 – Clerk Job Description. Clerk to be responsible for data security and be involved in contract renewal, eg grass cutting. Include budgets and amend Parish Meeting where Clerk takes notes. Resolved to approve it with 4 amendments, all in favour. 6 - Clerk Person Specification. Approved with 2 amendments, all in favour. to	<b>RH/MT/ DP/CL</b>

	add 'or equivalent' to experience of working in Local Government and to include management of online data. KB was thanked for his suggestions for amendments and the Staffing Committee were thanked for all their work.	
c)	Queen's Jubilee activities – MT reported on the activities planned after the meeting held on 26 <sup>th</sup> January. The committee were pleased with the planned programme of activities. Resolved that MT circulates the action log. Next meeting to be held on 23 <sup>rd</sup> February. Also resolved to plant red, white and blue flowers in tubs this year, SM to order them in advance and look into the possibility of a c villages' community choir. DP to follow up a contact he has with Morris Dancers.	MT/SM/ DP
d)	Village green registration – RJ had looked into this extensively and found that solicitors charges were expensive. MT asked what advantages it would give the PC. It would prevent someone from registering part of the village green as their own property and put the PC in a better position going forward. Resolved that registration is desirable but the costs are prohibitive so not to progress it at present. Helperby PC got a grant towards the costs, resolved that RJ finds out more details.	RJ
e)	Approval of Temporary Storage form – amended form discussed and approved with the inclusion of an end date. Resolved that DP amend and recirculate the form.	DP
f)	Registration of playing field with Parish Council -KB had contacted the solicitor and they were waiting for the Land Registry to return the forms.	none
g)	Problems with notice board – particularly the PC section. It sticks at the bottom right corner and is getting wet and difficult to open. Resolved that KB mends it.	KB
h)	Wildlife map – MT showed the map which is in progress. Resolved that it is deferred to next meeting. MT reported the date of the next newsletter is around 21 <sup>st</sup> March.	MT
6.	<b>Correspondence</b>	
a)	A village resident has complained about the state of the old garage next to the shop and asked if the PC can take any action. KB reported that JM was going to contact HDC about it as some residents have left old carpets, window frames etc in there. It was noted that as this was private land it was not the responsibility of the Parish Council. Resolved that SM speak to JM for progress before responding to the resident.	JM/SM
7.	<b>Planning Matters</b>	
a)	Alterations and extension to 2 storey home at Swallowfields – ref no 22/00103/FUL. Resolved that Members had no observations.	SM
b)	Outline application for the construction of 2 no dwellings on land to north of Greencroft has been withdrawn – ref no 21/02587/OUT. Noted.	none
c)	Action re applications for construction of 2 stone built four bedroom detached dwellings to the west of Smithy Green, Hornby Road – ref nos 20/02642/FUL and 20/02643/FUL. DP reported that several residents had expressed concern that the build seemed to be higher than had been agreed by HDC Planning namely no more than 55 metres AOD as specified in the Decision Notice and that dimensioned drawings were not available on the HDC website again as specified in the Decision Notice. SW suggested the PC writes to HDC requesting sight of the drawings and also to ask what site visits have been made to check compliance with the Decision Notice. Resolved that DP writes to HDC.	DP

<b>8.</b>	<b><u>Financial Matters</u></b>				
<b>a)</b>	Resolved to pay the following electronically:			<b>SM</b>	
		<b>NET £</b>	<b>VAT £</b>		
	Clerk's SLCC subscription	70.00	0		
	YLCA for courses CL and RH	52.50	0		
	Village hall rent for Jan meeting	12.00	0	12.00	
<b>b)</b>	DP requested approval to attend course on broadening your planning knowledge – Resolved to defer until after May election.			none	
<b>c)</b>	Quarter 3 receipts and payments report and budgetary control report. Received with thanks.			none	
<b>9.</b>	<b><u>Reports from Representatives</u></b>				
<b>a)</b>	Rubbish bins outside houses on Front Street – issue of residents frequently leaving rubbish bins outside the front of their houses which is not allowed as land is village green. Resolved to distribute AWPC village green regulations to householders with frontage onto village green with a covering note. Resolved to print a short statement advising residents of rubbish bin rules to be included in next newsletter. Also resolved that JM contacts HDC, as the bins belong to them, and could be replaced with bags.			<b>KB/JM/ MT</b>	
<b>10.</b>	<b><u>Items for information or next month's agenda</u></b>				
<b>a)</b>	CL reported that the village 20's plenty group are now working with the NYCC 20's plenty group. DP has taken photographs of disabled residents using Baker St to highlight 20's plenty issues regarding mixed traffic.			none	
<b>b)</b>	Action log – RJ and MT have compared lists of actions. MT gave copies to members. Resolved everyone report back by e-mail to MT with progress/completed actions before next meeting.			<b>MT/ALL</b>	
<b>c)</b>	Several items were put forward for the next agenda:- Queen's Jubilee Cloud storage Village hall and ARA Action log Newsletter Wildlife map			<b>SM</b>	

Meeting closed at 10.00 p.m. Next meeting Monday 7<sup>th</sup> March 2022 at 7.30 p.m. in the Village Hall.

Sue McDonnell, Clerk to Appleton Wiske Parish Council