

# Appleton Wiske Parish Council

**DRAFT** Minutes of the Ordinary Meeting held in the Village Hall on **Monday 6 February 2023** commencing 7.30 pm.

**Present**

**Councillors:** Ken Blackwood (KB), Shirley Duffield (SD) Richard Hauserman (RH) (Vice Chair), Richard Johnson (RJ), Jackie McReddie (JM), Derek Partington (DP), Michelle Thompson (MT) (Chair).

**In attendance:** Clerk Helen Johnson (HJ), There were no members of the public.

		<b>Action</b>
1.	<b>Public Participation</b>	
a)	There were no members of the public.	
2.	<b>Apologies and approval for absence</b>	
a)	Annabel Wilkinson (AW), NYCC Councillor, sent apologies.	
3.	<b>Dispensations and Declarations of Interest</b>	
a)	There were no declarations of interest.	
4.	<b>Approval of Minutes of the 9th January 2023 Meeting</b>	
a)	The minutes were approved and signed.	
5.	<b>To receive information on the following ongoing issues, and decide further action where necessary:</b>	
a)	<b>Crime prevention:</b> <ul style="list-style-type: none"> <li>• KB has not received links from other local councils ref meeting with PF&amp;CC, and is in the local crime prevention WhatsApp group.</li> <li>• Noted there was no Police Report this month.</li> <li>• KB will raise the subject at the next YLCA meeting.</li> <li>• Following the theft of a school minibus in Lythe, of the same model as AW's bus, KB will ask for a sergeant to visit AW to talk about crime prevention.</li> </ul>	KB KB
b)	<b>Trees, replacement planting:</b> <ul style="list-style-type: none"> <li>• Woodland Trust will send 15 'urban tree' saplings in March, where to plant them?</li> <li>• Resolved not to plant them on the Village Green.</li> <li>• Resolved to plant some on the Hunters Ride/Paddock green, replacing dead rowans.</li> <li>• Resolved to approach school to consider planting in the wildlife</li> </ul>	KB

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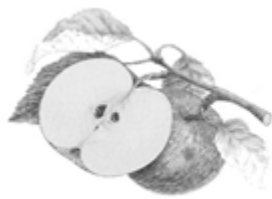


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	<ul style="list-style-type: none"> <li>area.</li> <li>Resolved to approach ARA to consider planting on the field/by telephone mast.</li> <li>Resolved to enquire whether the trees can be offered to private gardens</li> </ul>	RJ MT
<b>c)</b>	<b>Storage:</b> <ul style="list-style-type: none"> <li>A quote has been received to re-roof Broadacres garages, for £1100+VAT for materials. Labour is offered in exchange for use of one of the garages.</li> <li>Other option is 'flat pack' container, at £1330 + VAT, ex delivery. A site would be needed, possibly on land near Church House Farm.</li> <li>Resolved to contact Broadacres, to ask if they would agree to the re-roofing.</li> </ul>	DP
<b>d)</b>	<b>Concrete Repair on Village Green:</b> <ul style="list-style-type: none"> <li>In progress, awaiting quotes for repair.</li> </ul>	JM
<b>e)</b>	<b>Garth House Planning Application</b> <ul style="list-style-type: none"> <li>AWPC objected to the removal of a garage.</li> <li>Should the garage be removed, this would affect the Easement over the Village Green.</li> <li>Resolved that AWPC writes to the owners of Garth House, explaining the easement issue.</li> </ul>	KB/HJ
<b>f)</b>	<b>Trees, safety survey</b> <ul style="list-style-type: none"> <li>Helen Arnold, Arboricultural Officer for NYCC, will carry out a safety survey in summer.</li> <li>It was noted that her role is to survey safety, not the impact of trees on adjacent properties.</li> </ul>	
<b>g)</b>	<b>New Bank account, dual authorisation.</b> <ul style="list-style-type: none"> <li>The new bank account, with Lloyds bank, is opened, with HJ, MT and KB as signatories.</li> <li>Moved that HJ will move £10 from the existing (Santander) bank account to the new one, to set up the payee.</li> </ul>	HJ
<b>h)</b>	<b>New Webhost/Email provider.</b> <ul style="list-style-type: none"> <li>Completed transfer to new host, 1-2-1 Technology, no new logins required.</li> </ul>	
<b>i)</b>	<b>Footpaths, riverbank erosion on Rounton path</b> <ul style="list-style-type: none"> <li>KB has provided new photos, NYCC footpaths officer has visited site, field officer to assess site, prior to works to support river bank, budgeted for 23-24 financial year.</li> </ul>	
<b>6.</b>	<b>Business Matters</b>	
<b>a)</b>	<b>Grass cutting contract:</b> <ul style="list-style-type: none"> <li>Resolved to select PT Landscapes' quote for grass cutting.</li> </ul>	HJ
<b>b)</b>	<b>Resilience plan:</b> <ul style="list-style-type: none"> <li>Recent power and water losses were discussed, highlighting need for a plan.</li> <li>Resolved to make a progressive plan, beginning with things that are</li> </ul>	

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	<p>realistic and valuable.</p> <ul style="list-style-type: none"> <li>Resolved to consider rebranding as 'Good Neighbour Plan'.</li> <li>KB will discuss at YLCA, for wider area.</li> <li>Resolved to bring people together and discuss needs/possibilities.</li> <li>Resolved to assess interest over the period of a year.</li> <li>Noted that Annabel Wilkinson is contacting County resilience team.</li> </ul>	KB KB/JM
c)	<p><b>Pathkeeper Scheme:</b></p> <ul style="list-style-type: none"> <li>Pathkeeper Agreement is signed. SD confirmed that volunteers are not insured if using power tools. Therefore, only hand tools are to be used.</li> <li>Volunteers will be sought in spring, possibly at Coronation weekend, to walk paths and complete a survey form.</li> <li>Young volunteers are welcome, when accompanied by an adult.</li> <li>KB has commenced repairs to a footbridge between fields on the path to Hornby.</li> </ul>	SD  KB
d)	<p><b>Parish Wildlife Map:</b></p> <ul style="list-style-type: none"> <li>MT will publicise the project, via posters and emails, to see if people are interested.</li> </ul>	MT
e)	<p><b>King's Coronation:</b></p> <ul style="list-style-type: none"> <li>The Coronation group plans to screen the Coronation on Sat 6 May in the Village Hall. Noted that hire of hall for the weekend, plus cleaning, is £70.</li> <li>Sunday 7<sup>th</sup> May, Big Lunch, a door-to-door collection for Northallerton Food Bank is proposed. The Concert from Windsor Castle will be shown in the Village Hall.</li> <li>Monday 8<sup>th</sup> May, Appleton Wiske street party, with Village Photograph. (Village hall if wet.)</li> </ul>	MT+ group
f)	<p><b>Newsletter:</b></p> <ul style="list-style-type: none"> <li>Newsletter costs to be reduced by publishing only twice a year, with fewer pages (proposed 8).</li> <li>Next issue due June 23, another November/December.</li> <li>Items proposed for June newsletter: minibus+new driver, possible advertising.</li> </ul>	MT
g)	<p><b>New Noticeboard:</b></p> <ul style="list-style-type: none"> <li>Awaiting quotes.</li> </ul>	JM
h)	<p><b>Appleton Wombles</b></p> <ul style="list-style-type: none"> <li>Proposed date to take part in the for Great British Spring Clean is 25 March.</li> <li>Proposed date for the World Clean Up day is 16 September</li> <li>Ask if people want to help with footpaths as part of the Pathkeeper Scheme as well as regular litter picks along 5 roads going out of the village.</li> <li>RH volunteered to help.</li> </ul>	MT/RH
i)	<p><b>AWPC action plan for next financial year.</b></p> <ul style="list-style-type: none"> <li>It was agreed that all projects discussed are realistic for the coming year.</li> </ul>	

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		<ul style="list-style-type: none"> <li>A longer lasting, possibly permanent, planting scheme for the tubs on the village green is desired. Advice/ideas to be sought.</li> </ul>	JM
7.	<b>Governance</b>		
	a)	<b>Financial regulations:</b> <ul style="list-style-type: none"> <li>New financial regulations need to be finalised and circulated for agreement.</li> </ul>	KB/MT
	b)	<b>Expenses Policy</b> <ul style="list-style-type: none"> <li>New expenses policy to be finalised and circulated for agreement.</li> </ul>	KB/MT
	c)	<b>Meeting Dates for 2023-24</b> <ul style="list-style-type: none"> <li>The ordinary meeting of the Parish Council is to be held on the first Monday of the month, including August, EXCEPT for May, when, due to the Coronation Bank Holiday, it will be on Tuesday 9<sup>th</sup> May.</li> <li>The Annual Parish Meeting will be held on Tuesday 2 May, due to the May Day Bank Holiday</li> </ul>	
	d)	<b>Spare filing cabinet key:</b> <ul style="list-style-type: none"> <li>Resolved to cut a spare key to the filing cabinet in the village hall.</li> </ul>	KB
8.	<b>Planning Matters</b>		
	a)	Garth House Front Street Appleton Wiske Northallerton North Yorkshire DL6 2AD Proposed rear extension and interior alterations. Ref. No: 22/02887/FUL <ul style="list-style-type: none"> <li>AWPC objects to the loss of a garage. (Minutes Dec 22, page 29-2022, para 12.i). Resolved that owners be written to, explaining easement.</li> </ul>	KB/HJ
9.	<b>Correspondence</b>		
	a)	There was no general correspondence.	
10.	<b>Financial Matters</b>		
	a)	<b>Monthly Financial Report:</b> <ul style="list-style-type: none"> <li>AWPC has £9,043.85 cash in the bank.</li> <li>Budgeted expenditure for the remains of the financial year is £6,106.61</li> </ul>	
	b)	<b>Bank reconciliation.</b> <ul style="list-style-type: none"> <li>Bank reconciliation did not balance. RJ volunteered to troubleshoot. (Expected to be keying in errors, as bank statements have been checked by MT and KB.)</li> </ul>	RJ/HJ
	c)	<b>Picnic Table replacement budget:</b> <ul style="list-style-type: none"> <li>Replacement outdoor picnic tables (usually kept outside the pub) are of wood. RH volunteered to inspect them to see if they can be repaired, before buying new.</li> <li>Folding tables, to be kept indoors and brought out for events, are numerous and will be costly to replace. It was therefore suggested</li> </ul>	RH

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		that they are replaced a few each year, to spread the cost. Prices to be sought.	KB
	<b>d)</b>	<b>Invoices to pay:</b> <ul style="list-style-type: none"> <li>• There were no invoices proposed to pay in February.</li> <li>• Note payment made for printer, £179.99, per minutes Oct 22, page 21-2022, para 15.</li> </ul>	
<b>11.</b>	<b>Reports</b>		
	<b>a)</b>	<b>Police Report:</b> <ul style="list-style-type: none"> <li>• There was no police report.</li> </ul>	
	<b>b)</b>	<b>AWPC clerk:</b> <ul style="list-style-type: none"> <li>• The new printer is installed and working.</li> <li>• The old laptop has an installation of Microsoft Office, which could be transferred to the new laptop if someone can retrieve the product key. KB volunteered to see if this can be done. (New laptop currently using Libre Office.)</li> <li>• The clerk continues to work more than the budgeted 14 hours a month.</li> <li>• A meeting was held about this on 30 Jan, the clerk requested new instructions received at that meeting to be put in writing.</li> </ul>	KB  Staffing Committee
	<b>c)</b>	<b>NYCC Councillor:</b> AW sent messages: <ul style="list-style-type: none"> <li>• She is meeting with the Resilience team and has asked if they, plus the Major Incident Response Team, would come and speak to the Parish Council.</li> <li>• Regarding 20mph, she is awaiting a response to a Highways review of the area surrounding the school, plus an update on the 20mph request. She expects a meeting on 10 Feb.</li> </ul>	
	<b>d)</b>	<b>HDC Councillor:</b> <ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<b>e)</b>	<b>AWPC Councillors:</b> <ul style="list-style-type: none"> <li>• There were no reports.</li> </ul>	
<b>12.</b>	<b>Agenda Items for the next meeting</b>		
	<b>a)</b>	Resolved that future agenda items be emailed to the clerk.	

**Meeting closed at 9.30 pm**

**Date and time of next meeting Monday 6<sup>th</sup> March 2023 at 7.30 p.m.**

**Helen Johnson, Clerk, Appleton Wiske Parish Council**

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