



# Appleton Wiske Parish Council


**MINUTES of the Ordinary Meeting held in the Village Hall on Monday 3<sup>rd</sup> April 2023 commencing at 7.30 pm.**

**PRESENT:** Councillors – Ken Blackwood (acting Clerk), Shirley Duffield, Richard Johnson, Michelle Thompson (Chair), and Derek Partington.

**IN ATTENDANCE:** Cllr. Annabel Wilkinson, Sgt Chris Hughes and 1 member of the public.


1	<b>Public Participation</b> – SG asked the Parish Council to pay for 47 Coronation mugs. The Educational Trust is paying for the schoolchildren. A request to order 160 mugs with 110 to be given away and 50 sold. The PC agreed to pay for 47.	<b>Action</b> KB
2	<b>Apologies and approval for absence</b> – Received and agreed from Richard Hauserman and Jackie McReddie.	
3	<b>Dispensations and Declarations of Interest</b> – Ken Blackwood, Acting Clerk.	
4	<b>Approval of Minutes of the meeting on 6 March 2023</b> - Approval given. <b>Approval of Minutes of the Extraordinary meeting on 6 March 2023</b> – Approval given.	
5	<b>To receive information on the following issues, and decide further action where necessary:</b>	
a.	Crime prevention. Sgt Chris Hughes attended the meeting at the request of the PC to answer the Council’s questions. The PC requested more information relevant to Appleton Wiske from the monthly reporting. Sgt Hughes explained why this would not be possible but if there was a concern in the village we could ask for information and support in particular relating to any vulnerable residents. There are 60 other parishes the Police provide a news summary to on each area. He mentioned that the biggest crime at present is burglaries to farms which are considered as low crime. The school parking problem was discussed and Sgt Hughes suggested a mini policeman sign if the school wanted this. Other parking issues were discussed.	
b.	Trees. It was suggested that some of the new trees received could be planted on the ARA field if permission could be given.	RJ
c.	Storage. A site visit to be arranged with Broadacres surveyor.	DP
d.	Repair on village green. Cherry Tree house. Ongoing progress.	JMcR
e.	Garth House planning application. Letter advising occupants of village green easement to be sent. (There is some difficulty in finding the relevant paper work)	KB

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f.	Footpath erosion on Rounton path. Awaiting action from NYCC, liaison ongoing with the Footpaths Officer and SD. Nothing further to report at present.	
g.	New notice board. Estimates had been received and prices varied from £2,000-£3,000. Cllr. Watson provided a new contact however that notice board was not suitable.	JMcR
6.	<b>Business Matters:</b>	
a.	Resilience plan: It was decided that this would be an agenda item at the parish assembly in May when residents would be invited to comment. Cllrs were requested to bring their comments on this at the next meeting. Cllr Wilkinson said she would advise us of the NYC Resilience team plan to be available soon and which would be useful to parishes.	Cllrs.
b.	Pathkeeper scheme. To be advertised in the Coronation arrangements.	MT
c.	Parish Wildlife Map. Ongoing for the summer.	MT
d.	King's Coronation. A meeting of volunteers had met on 29 March and an action plan from that meeting was given to the councillors. An updated action plan would be provided with the village arrangements. More ideas on this at the next meeting. Regarding the application to close the road, confirmation was awaited.	MT KB
e.	20mph scheme. Cllr Wilkinson reported on this. The position of NY Highways was not changed as they are bound by legislation. That is it would not be technically feasible to implement a 20mph speed limit/zone in Appleton Wiske in accordance with the statutory instruments and other Department for Transport publications. A longer explanation was given but mentioned there is insufficient length of road within the developed limits of the village for more than one meaningful speed limit (eg between the 30mph and any proposed 20 mph near the school).	
f.	Appleton Wombles. 2 dates for meeting have been agreed, Sat. 15 April and Sat 16 September. This will be publicised.	MT/RH
g.	Village Green tubs. A request was received from SG to pay for timber to repair some flower tubs. This was agreed by the PC and the Appleton in Bloom budget would provide the funds of £30.	AIB
h.	Retention of Minutes. KB reported he had had difficulties in finding the original minutes belonging over the years to the PC. He had good records from 2000 and will continue to track down earlier copies.	KB
i.	Business Continuity Plan. Ongoing and for further discussion at the next meeting.	Cllrs.
j.	Heathwaite tree trimming request. To be reviewed in the summer.	
k.	Arrangements for the Annual Parish Assembly. Tuesday 9 <sup>th</sup> May at 7.30 pm in the main Village Hall. Plans for a slideshow, Chair's report, Resilience and Project plans to invite comments from the residents.	Cllrs.
l.	Project Plan. The Chair submitted this document to record the future plans of the PC where it would be discussed at the Parish Assembly for residents to see the plans proposed. Some items were updated and would be monitored regularly.	MT
7	<b>Governance:</b>	

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a.	Financial Regulations. Some further amendments to be made. We have Standing Orders and Financial Regulations. It was recommended to change the password.	KB/RJ
b.	Expenses Policy. Agreed.	
c.	Replacement Clerk. It was clarified by YLCA that the Clerk is usually the Responsible Financial Officer but does not have to be. The PC is considering the duties and responsibilities required for a new clerk.	
8	<b>Correspondence:</b>	
a.	There had been no general correspondence.	
9	<b>Financial Matters:</b>	
a.	The monthly financial report had been provided for Cllrs and was discussed. Monies in hand = current account £907.49, Savings account £16,174.50, and £10 in the Lloyds Bank account = £17,092.5p. Appleton in Bloom still has £2,041.36 and Cil monies are £6,273. It was agreed to receive the Financial report each quarter.	RJ
b.	New bank account – transfer of money. Ongoing.	KB
c.	New procedure for contracts for services. Advice would be sought from YLCA.	MT
d.	Internal control, agreed between KB and RJ.	KB/RJ
e.	HMRC account access. Completed.	
f.	Invoices: The invoices itemised on the agenda were agreed to be paid except it was agreed to a temporary suspension of the TP Jones contract. The ARA playing field and hedge cutting invoice of £144 (£120 net) would be requested for reimbursement from the ARA.	KB RJ/ARA
g.	It was agreed that the bank signatories would be updated to remove Helen Johnson as a signatory of the Santander bank account and approval was given to the Clerk to purchase the appropriate documentation for the past signatories Peter Beaumont and Anthony Harris, who are to be removed as signatories	KB
10	<b>Reports:</b>	
a.	Police Report – received and noted	
b.	NYCC Councillor Report. Cllr. Wilkinson gave her report as above.	
c.	AWPC Councillors' Reports - none	
11	<b>Date and time of next meeting. TUESDAY 2 May 2023 at 7.30 pm. The Council election meeting would precede the ordinary meeting.</b>	
	The meeting closed at 9.45pm	
	Minutes prepared by SD for KB Clerk	

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