



# Appleton Wiske Parish Council

## MINUTES of the Ordinary Meeting held in the Village Hall on Monday 5<sup>th</sup> June 2023 commencing at 7.30 pm.

**PRESENT:** Councillors – Ken Blackwood (acting Clerk), Shirley Duffield, Richard Hauserman, Richard Johnson, Jackie McReddie, Derek Partington.

**IN ATTENDANCE:** Councillor Annabel Wilkinson.

		<u>Action</u>
1.	<b>Public Participation.</b> 1 member of the public Mr C. attended, he commented on the proposed planning application of the shop and post office in regard to parking on the village green and bin storage.	
2 .	<b>Apologies and approval for absence,</b> The Chair, Michelle Thompson, offered her apologies for absence which was approved and the meeting was chaired by the Vice Chair Richard Hauserman.	
3 .	<b>Chair's acceptance of office,</b> deferred.	
4.	<b>Dispensations and Declarations of Interest,</b> Cllr JMc declared her interest in item 10.a.	
5.	<b>Approval of Minutes of the 2 meetings held on 2 May 2023.</b> The minutes of both the annual meeting and the ordinary meetings were approved.	
6.	<b>To receive information on the following issues, and decide further action where necessary:</b>	
a.	Tree replacement. It was agreed to plant 2 new trees on the green between Hunters Ride and The Paddock. It was also agreed to contact the arboriculturist to ask her for a date for her visit to survey the trees on the village green.	KB
b.	Storage. There had been no contact received from Broadacres, a contact follow up would be pursued.	DP
c.	Concrete repair on village green. Completed at a cost of £180 as agreed invoice passed to clerk.	KB
d.	Garth House planning application. Awaiting a response from the owners regarding the easement title changeover.	
e.	Footpaths, Pathkeeper update and Rounton Path. Cllr SD reported on the contact made with the Public Rights of Way Officer at NYC and the Co-ordinator of the Path Keepers Scheme in particular the reporting of the condition of the Rounton Path. The response given was welcome, the bank erosion and flooding matters are on the work schedule of the officer in charge who is seeking quotes. SD also reported the difficulty in walkers accessing this path due to overgrowth of weeds and grass and asked for support in this matter. Walkers on 7 <sup>th</sup> May – Children's Coronation walk and the scouts had great difficulty and had had to abandon their activities.	SD

Minutes approved on  
Chair's signature

	The Beating the Bounds walk had been successful, 16 walkers attended. The footpaths staff at NYC commented on this interesting use of rights of way network.	
f.	New notice board. Quotes had been received and JMc was asked to circulate details to Cllrs for them to give feedback on the options available and to enable a decision to be made at the next PC meeting.	Cllrs
7.	<b>Business Matters:</b>	
a.	Resilience plan. KB said he would attend Welbury Village Hall for a meeting on this matter organised by YLCA with a speaker from NYC. He will report back to the PC.	KB
b.	Parish Wildlife map. deferred	MT
c.	20 mph scheme. RH said he was not happy with the response from NYC Highways or the Police and Cllr AW agreed to follow up this matter. The village is seeking a VAS (vehicle activated sign for 30mph speed limit reminder to motorists) on the Hornby Road but there is a set criteria. This would cost £3,500 and Cllr AW would be able to contribute £2,000 but the PC would have to make up the difference. Cllr AW said she would contact highways for an engineer to have a look and ask for advice on where a sign would be best placed. Cllr AW was asked to send to RH contact details. There is still the problem of implementing a 20 mph sign in the village. RH explained the danger on the approach to the village from Deighton from 60 mph. There is no slow sign and over the bridge there is no slow sign or speed signage. The 30 mph sign appears past the playing field within 50m of the school. There are 2 blind corners around the S bend at the primary school where the parked car situation is considerably worse at the start and finish of the school day. However, It was mentioned that in Scotland almost every village has a 20mph limit sign.	RH AW
d.	Business Continuity Plan. RH has amended the YLCA template to suit the PC's requirements. RH was asked to circulate this modified version to Cllrs for comments and feedback to him for the next meeting.	Cllrs
e.	Grasscutting. SD complained about the condition of the village green after cutting. After discussion it was agreed to ask PT Landscapes to pick up the cuttings on the next cut. This would increase the cost for that cut.	KB
8.	<b>Governance:</b>	
a.	Replacement Clerk. KB as acting clerk said he would be in a better position at the next meeting to advise on the hours and requirements for a new clerk and he was preparing handover notes. RJ and SD are asked to confirm their hours spent as Minute Clerk and Responsible Financial Officer. SD would circulate a draft advertisement.	KB RJ SD
b.	Policy Status. KB has sent the list of policies from YLCA and would identify those legally required, but not currently adopted by the PC, for consideration.	KB
9.	<b>Correspondence:</b>	

a.	The Clerk had received legal advice on the request from the residents of Eden Lodge and Appleton Lodge to enlarge their driveway. The legal advice was that as the request is specifically to allow parking this would be unlawful and the Parish Council could not give permission. If a drive is now over 5m. sq. it would need to have planning permission and drainage. The Clerk was asked to advise the residents. The Clerk had received a letter from the Preschool thanking the PC for the Coronation Mugs.	KB
10.	<b>Planning:</b>	
a.	22/024741/FUL Village Shop and Post Office. Cllr AW confirmed this application would not be going to the committee meeting on Thursday 8 <sup>th</sup> June. KB said he had put himself down to speak at this meeting. Cllr AW said she would write a letter of support for the consultation to be held in 21 days. It was noted that Highways had objected to the application in regard to parking issues and AW would address this with the Highways Dept. She also said the consultation period could be expanded. The letter drafted by DP to the planning department was approved and he was asked to send it to the Clerk for signature and posting.	AW DP KB
11.	<b>Financial Matters:</b>	
a.	Annual Governance and Accountability Return (AGAR). This was approved after preparation by RJ as acting RFO and he was thanked for his work in completing this. The documents were Annual Governance Statement, The Internal Audit Report and Accounting Statement. It was clarified who signs these documents as the Clerk. There was a clerical error last year which has been corrected.	RJ KB
b.	Monthly financial report. This is completed three monthly, due at the next meeting.	
c.	Lloyds and Santander Bank accounts status. In progress.	KB
d.	New procedure for contracts for services. Completed, identified in Standing Orders.	
e.	Internal control and internal audit. RJ completes internal control every 3 months. KB will check the internal audit statement.	RJ KB
f.	<b>Receipts.</b>	
	i) VAT reimbursement £1,195.50.	
	ii) Parish Precept £2,950. Amount received to be checked and also the precept for the year.	AW KB
	iii) Allotment rents £11.87.	
	iv) Coronation mugs £200.00.	
	v) Coronation leaflet sponsorship £135.	
g.	Invoices paid under Standing Order.	
	i) PT Landscapes – village green grass cutting (May) £359.52.	
	ii) YLCA annual subscription £217.00.	

h.	Invoices to pay.	
	i) Playing field and hedge cutting £140.00. Approved.	
	ii) Request for funding wooden edging to street signs and edged beds £30.00. Approved.	
	iii) T P Jones fee payroll 2022 to 2023 £85.00. Approved.	
	iv) Fence rails £23.20. Approved.	
	v) Coronation activities expenses £25.60. Approved.	
	vi) Alverton Press – printing £135.00. Approved.	
	vii) Village hall summer bedding £327.32. Approved. A request to be made to the Village Hall of £200. to offset this payment.	KB
12.	<b>Reports:</b>	
a.	Police Report – No incidents reported. On-line meeting for Cllrs with Asst. Chief Constable. KB said he would attend and RH said he would provide some questions.	KB RH
b.	AWPC Acting Clerk Report. KB mentioned his difficulties in getting through to the Parish portal. Cllr AW agreed to report this and help KB. The bank statements for last year have been handed to HD to audit. KB went on a course from YLCA for Clerks at a cost of £25. Agreement for his reimbursement was given.	KB AW
c.	NYCC Councillor Report. AW said she was looking forward to planning for the next year ahead. She mentioned the new website. DP reported the difficulty in getting through to the planning portal and AW said she would follow this up in her meetings.	AW
d.	AWPC Councillors' Reports – JMc mentioned the Hebes were available for the tubs. KB mentioned the Transport survey from YLCA for rural areas and asked Cllrs to complete this.	Cllrs.
13.	<b>Date and time of next meeting, Monday 3<sup>rd</sup> July 2023.</b>	
	The meeting closed at 9.15 pm.	
	Minutes prepared by SD for KB Clerk.	