

**MINUTES of the Ordinary Meeting held in the Village Hall on Monday 5 February 2024 commencing at 7.30 pm.**

**PRESENT:** Councillors – Richard Hauserman (RH) – Chair, Ken Blackwood (KB), Richard Johnson (acting RFO) (RJ), Jackie McReddie (JMc), Susan McDonnell (SM), Derek Partington, Shirley Duffield

**CLERK:** Amanda Lambert (AWL)

**IN ATTENDANCE:** Cllr. Annabel Wilkinson (NY Councillor)

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| 1 | **Public Participation** – There were no members of the public present. | **Action** |
| 2 | **Apologies and approval for absence –** There were no apologies. |  |
| 3 | **Dispensations and Declarations of Interest** – None. |  |
| 4 | **Approval of Minutes of the previous meeting**  ***Resolved: That the minutes of the meeting held on Monday 8 January 2024 were agreed as a correct record and signed by the Chair.***  It was noted at this point that the December minutes still required an amendment. The Clerk to undertake this before the next meeting. | **Clerk** |
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| 5 | **Ongoing Issues:** |  |
| a) | **New Noticeboard**  Two quotations had now been received for installation of the noticeboard.  ***Resolved: That the quotation for £168 from MPS Joinery be accepted.*** | **DP** |
| b) | **A19 Bridge**  It was noted that work had been undertaken on the bridge. |  |
| c) | **Newsletter**  There was discussion about how many newsletters should be sent per year along with the budget.  ***Resolved:***   1. ***That the newsletter be sent to parishioners twice a year in early December and one in the summer.*** 2. ***That the budget for the newsletter should be £150 per issue with sponsorship to be sought.*** 3. ***JM to contact other groups within the community for items for the newsletter.*** | **JM** |
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| 6 | **Business Matters:** |  |
| a) | Tree Survey  It was noted that two quotations had been received for the tree Survey, one for £840 and one for £600.  ***Resolved: KB to look at both quotations in more details.*** | **KB** |
| b) | Procurement Procedure  Following KB’s work on a Procurement Procedure, Councillors had considered whether this was necessary.  ***Resolved: Not to hold a Procurement Procedure for the Parish Council.*** |  |
| c) | Annual Assembly  ***Resolved: That the Annual Assembly 2024 to take place on 22 April 2024 at 7.00 pm with refreshments available. Thought to be given to the structure of the evening.*** | **AWPC** |
| d) | Business Continuity Plan  The Parish Council considered the next steps for drawing up a Business Continuity Plan. Work had already been undertaken to look at examples of a Plan.  ***Resolved: That RH, RJ and the Clerk would take this forward.*** | **RH / RJ /**  **Clerk** |
| e) | Garages Ownership  It was noted that feedback was awaited from North Yorkshire Council. |  |
| f) | Bin Storage on Village Green  Consideration was given regarding a letter to residents. This to be put on hold for the time being. |  |
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| 7 | **Correspondence:** |  |
|  | All general correspondence had been circulated to Parish Council members. |  |
|  | Councillors were invited to sign up to YLCA for their updates and notifications. | **AWPC** |
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| 8 | **D-Day Arrangements** |  |
|  | The date for the D-Day celebrations was 6 June 2024. Consideration would be given to arrangements with the item to continue to be on the agenda for future meetings. |  |
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| 9 | **Planning**: |  |
| a) | It was noted that the NYC Planning Portal was to be reviewed. |  |
| b) | Feedback was received on the NYC Planning meeting – DP to circulate his notes to the Parish Council. | **DP** |
| c) | ZB23/01373/OUT – Shorthorn – letter to be sent to the Planning Authority. The draft letter was considered and agreed. | **Clerk** |
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| 10 | **Financial Matters:** |  |
| a) | Santander Bank accounts status:  i) Current account balance at 27 January 2024 - £285.50 – noted.  ii) Savings account balance at 27 January 2024 - £19,807.42 – noted. CIL Funding ring-fenced at £7,463.21.  It was noted that there was still an issue with Santander and the signatories. Work to resolve this was ongoing by KB. |  |
| b) | Lloyds Bank account status:  Current account as at 27 January 2024 - £10.00 – noted. |  |
| c) | CIL Funding  Discussion took place regarding using CIL funding to improve the Village Green. Other ideas for using the CIL funding were the noticeboard and a new gazebo. Councillors were asked to consider this before the next meeting. | **AWPC** |
| d) | Grasscutting  It was suggested that the Parish Council asks the contractor whether he is able to pick up the grass cuttings during the early cuts. | **JM** |
| e) | Invoices paid:  There had been no invoices paid since the previous meeting. |  |
| f) | Payments received:  It was noted that no payments had been received. |  |
| g) | Invoices to pay:  North Yorkshire Council – printing of newsletter - £150.  ***Resolved: That the above payment be approved.*** |  |
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| 11 | **Reports:** |  |
| a) | Police Report  The Police report was noted. |  |
| b) | Clerk’s Report   * Work to go through emails was noted. * The Chair’s log-in details for YLCA had been requested. * The NYC Locality Budget form had been completed and sent to NYC. |  |
| c) | NYC Councillor Report   * Update on NYC short, medium and long-term flooding strategy. * Work to review the NYC Parish Portal was ongoing. * Work was ongoing on the 20 mph speed limit. * NYC budget setting would take place over the coming weeks. * Flooding at Deighton was noted. |  |
| d) | AWPC Councillors’ Reports   * The defibrillator pads need to be changed, the cost of which would be approximately £55. To be on the agenda for the next meeting. * It was noted that Mowbray Doctors’ Surgery had reduced its hours to once per month. It was suggested that a letter be sent from the Parish Council and that a list of dates be placed on the noticeboard. * It was noted that the Education Foundation Trust will pay 50% of 16-19 funding for travel for two young people. It was also noted that Trustees were required for the Board. Funding had also been given to Appleton Wiske Primary School, Pre-School and Cubs. It was suggested that publicity about the EFT be included in the next newsletter. | **Clerk** |
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| 12 | **Date and time of next meeting - Monday 4 March 2024 at 7.30 pm.** |  |
|  | **Future Agenda Items:**  March  Village Tubs  Safety Matting / Bench  Defibrillator Pads  April  Appleton Wiske Bridge |  |
|  | The meeting closed at 9.40 pm |  |
|  | Minutes prepared by AWL for RH. |  |