



# Appleton Wiske Parish Council

**MINUTES of the Ordinary Meeting held in the Village Hall on Monday 7<sup>th</sup> October 2024 commencing at 7.30 pm.**

**PRESENT:** Councillors – Ken Blackwood (KB) – Chair, Richard Johnson (acting RFO) (RJ), Richard Hauserman (RH), Jackie McReddie (JMcR), Shirley Duffield (SD), Derek Partington (DP) Duncan Rogers (DR)

**CLERK:** Michelle Thompson (MT)

**NYC:** Councillor Annabel Wilkinson (AW)

**IN ATTENDANCE:**

<b>1</b>	<b>Public Participation</b> None	<b>Action</b>
<b>2</b>	<b>Apologies Received</b> None	
<b>3</b>	<b>Dispensations and Declarations of Interest</b> Cllr JMcR for agenda item 5h.	
<b>4</b>	<b>Approval of Minutes of the previous meeting:</b> 2 <sup>nd</sup> September 2024 approved with slight amends.	<b>Clerk</b>
<b>5</b>	<b>Matters Arising:</b>	
a)	<b>War Memorial:</b> Cllr DP inspected the Lych Gate posts and found them to be rotten. He recommended that they be repaired using epoxy resin. <b>Resolved:</b> Cllr DP will conduct the repairs in order to keep costs minimal.	<b>DP</b>
b)	<b>New Noticeboard:</b> The Council discussed access issues related to the height of the new noticeboard and the possibility of lowering it. <b>Resolved:</b> Cllr JMcR will contact a joiner to address this matter.	<b>JMcR</b>
c)	<b>Appleton Wiske Bridge:</b> Cllr KB reported that he is still awaiting a response from North Yorkshire Council (NYC) regarding the bridge. <b>Resolved:</b> Cllr KB will follow up with NYC before the next meeting.	<b>KB</b>
d)	<b>Broadacre Garage:</b> It was noted that the Broadacres Health and Safety Officer must approve the plans before any building work can commence. Discussions took place concerning sub-letting and obtaining building quotes. <b>Resolved:</b> Cllr DP will obtain quotes to include sketches of work to be done, and Cllr KB will seek Broadacres' perspective on sub-letting before two quotes are sought.	<b>DP/KB</b>
e)	<b>Business Continuity Plan:</b> Discussions ensued regarding a potential overlap with succession planning. It was agreed that succession planning should be regarded as a policy and procedure, while the business continuity plan is a working document. <b>Resolved:</b> Cllr RJ will update the business continuity plan and circulate it to Councillors for their comments.	<b>RJ</b>
f)	<b>Parish emails (. gov.uk)/ Cloud Storage</b> Cllr KB is awaiting a response from Easyspace.	<b>KB</b>

Minutes approved on  
Chair's signature

g)	<b>Village Green / Trees</b> i. Cllr SD reported an electric charging cable placed across the village green by a parishioner which breaches the Village Green Policy and causes a potential trip hazard. <b>Resolved:</b> Cllr KB to reiterate the policy to the parishioner. ii. Cllr SD met with the tree surgeon and parishioners and work has been completed to everyone's satisfaction. Invoices totalling £1080 minus VAT have been received for payment.	KB
h)	<b>Village Shop Options (Re-siting)</b> It was reported that the SOPOS Steering Group meetings are going well, and notes have been circulated publicly to keep parishioners informed. Members of the group have met with Cllr AW for advice and support.	
i)	<b>New Gazebo Management</b> The Clerk verified the insurance policy covers accidental damage. The hire agreement will be circulated again for further amendments before the next meeting. <b>Resolved:</b> Cllr JMcR to circulate document to all Councillors for final amends	JMcR
<b>6</b>	<b>Reports</b>	
a)	<b>North Yorkshire Councillor</b> - Cllr AW gave updates as follows: i. <b>Locality Budget:</b> The Council discussed the potential need for a locality budget. It was agreed that if fireworks are not required for upcoming events, no application for the budget will be made. <b>Resolved:</b> Cllr KB will speak with the Pre-school to clarify needs. ii. <b>Public Right of Way Bridge:</b> Cllr KB provided an update regarding the Public Right of Way Bridge. Further information is required before any decision on funding can be made. iii. <b>Parish Liaison Meetings:</b> A reminder was given regarding Parish Liaison meetings. The Clerk confirmed she would be attending. iv. <b>Fire and Police Consultation:</b> The Council noted the ongoing consultation with Fire and Police authorities. v. <b>20's Plenty Proposal:</b> An update was provided on the "20's Plenty" speed limit proposal. Future public consultations may be conducted to gather local opinion. vi. <b>Potholes:</b> It was agreed that all potholes should be reported via the Highways portal. Residents are encouraged to report any issues directly. vii. <b>Development East of Shorthorn:</b> The Council discussed the need to reinstate the junction sign at this development. Appropriate action will be taken to address this.	KB
b)	<b>Police</b> Two reports were received, with one incident in the village noted.	
c)	<b>AWPC Clerk</b> Confirmation of attendance at the Parish Liaison meetings in October and November.	
<b>7</b>	<b>Business Matters:</b>	
a)	<b>Representative Responsibilities</b> Further amendments to be made before final version to be agreed. <b>Resolved:</b> DP to circulate the most up to date version for agreement next month.	DP
b)	<b>Succession Planning:</b> A draft policy and procedure were circulated for initial discussion. It was agreed that further discussion is required at the next meeting, along with the creation of a schedule of essential policies. <b>Resolved:</b> The Clerk will re-circulate the draft policy and procedure, along with a schedule of essential policies, for review at the next meeting.	Clerk
c)	<b>Community Engagement:</b>	

	<p>The Clerk circulated a document for consideration regarding community involvement in various village initiatives. Councillors are encouraged to share their thoughts on how to engage residents in future projects. Examples discussed included:</p> <ul style="list-style-type: none"> <li>i. <b>Save Our Post Office and Village Shop:</b> Interested individuals already supporting this local service through community action.</li> <li>ii. <b>Fireworks Display:</b> The possibility of forming a sub-group for future events was raised. It was noted that it is too late for this year.</li> <li>iii. <b>ARA (Appleton Recreation Association):</b> Their next meeting is scheduled for Monday.</li> </ul>	
d)	<p><b>VE Day:</b> Cllr SD has been appointed as the administrator for the VE Day event. <b>Resolved:</b> Permission was granted for Cllr SD to serve in this capacity as a Councillor.</p>	
<b>8</b>	<b>Correspondence:</b>	
	<ul style="list-style-type: none"> <li>i. <b>NYC Road Restriction Notification:</b> The Council received notification of a planned road restriction from 28th October 2024 to 30th October 2024. The restriction will affect the Appleton Wiske to Irving House Farm access due to Yorkshire Water works for the installation of a new water supply.</li> <li>ii. <b>2025/26 Parish Precept Process:</b> The Council is awaiting the calculations spreadsheet from North Yorkshire Council (NYC) in order to proceed with discussions on the 2025/26 Parish Precept. The agreement is expected to be finalised at the November meeting.</li> <li>iii. <b>Village Christmas Tree:</b> The Council discussed a request for £200 towards the village Christmas tree. It was agreed that the amount will be claimed against the Community Infrastructure Levy (CIL). The Parish Council will purchase the tree on behalf of the village. <b>Resolved:</b> The Clerk will confirm the Council's approval</li> </ul>	<b>Clerk</b>
<b>9</b>	<b>Planning:</b>	
	<ul style="list-style-type: none"> <li>i. <b>ZB23/01880/FUL:</b> Application for the construction of nine dwellings at Village Farm. <b>Resolved:</b> Cllr DP will prepare a letter regarding this application.</li> <li>ii. <b>ZB24/01806/FUL:</b> Application for a single-storey link building at Wiske House. The Council has no observations on this application.</li> <li>iii. <b>ZB24/01802/FUL:</b> Application for construction of replacement dwelling Lowfield Farm. The Council has no observations on this application.</li> </ul>	<p><b>DP</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>10</b>	<b>Financial Matters:</b>	
a)	<p><b>Santander Bank Accounts Status</b></p> <ul style="list-style-type: none"> <li>i. Current Account Balance – £4592.94</li> <li>ii. Savings Account Balance - £14607.18</li> </ul>	
b)	<p><b>Lloyds Bank Account Status</b></p> <ul style="list-style-type: none"> <li>i. Current Account - £10.00</li> </ul> <p><b>Resolved:</b> To remove former Clerk HJ and add Cllr JMcR as signatory</p>	<b>KB/MT</b>
c)	<p><b>Invoices Paid:</b></p> <ul style="list-style-type: none"> <li>i. P T Landscapes – Grass Cutting - £566.24</li> <li>ii. P T Landscapes £377.50</li> <li>iii. Gordon Hughes £35.57</li> <li>iv. GDPR annual registration £35</li> </ul>	
d)	<p><b>Payments Received:</b></p> <ul style="list-style-type: none"> <li>i. Whitegates – Newsletter Sponsorship - £50.00</li> <li>ii. MD Mobility – Newsletter Sponsorship - £100.00</li> </ul>	

	iii. NYC Precept - £4449.00	
e)	<b>Quarterly Finances:</b> The Council is awaiting the September bank statements before finalising the financial report at the November meeting	
f)	<b>Internal Audit 2024/2025:</b> The internal audit for 2024/2025 has been circulated and accepted by the Council.	
g)	<b>Budget Report 2025 2026:</b> Discussions were held regarding the budget for the 2025/26 financial year. Questions were raised about whether maintenance costs include tree maintenance and defibrillator upkeep. The budget agreement is required by the November meeting, along with the confirmation of Community Infrastructure Levy (CIL) funds. <b>Resolved:</b> Cllr DP will consult with NYC for maintenance cost clarification.	<b>DP</b>
h)	<b>Employee Costs:</b> The employee costs for the third quarter of 2024 were reported as £383.84. <b>Resolved:</b> The staffing committee will oversee the procedure for staff payments.	<b>DP/JD/ RH</b>
i)	<b>Allotment Rents:</b> Awaiting one payment	
j)	<b>Invoices to pay:</b> i. Appleton Electrical Services - £10.62 ii. AW Village Hall - £16.00 iii. NYC – Newsletter - £141.00 <b>Resolved:</b> The above payments were approved and to be paid by KB.	<b>KB</b>
<b>11</b>	<b>Member Reports</b>	
	<b>To Receive Member Reports:</b> <b>Cllr RJ:</b> Raised concerns about areas in the village where vegetation is encroaching over paths. It was resolved to include this issue in the upcoming newsletter. <b>Cllr RJ:</b> Reported that £78 (x2) from North Yorkshire Council (NYC) for grass cutting at Prospect View has not yet been received. <b>Cllr KB:</b> Confirmed the duty to compile information for the Council's website and mentioned training costs of £35, which was agreed upon. <b>Cllr KB:</b> Informed the Council about the Boundary Commission's review and his proposed correction to the boundary area for Appleton Wiske/Welbury. <b>Cllr KB:</b> Discussed the proposed relocation of the defibrillator, which will cost £450. It was agreed to put this on hold for now. <b>Cllr KB:</b> Provided an update on medication deliveries, stating that the minibus service operating each Wednesday is running smoothly.	
<b>12</b>	<b>Date and time of next meeting:</b> Monday 4 <sup>th</sup> November 2024 at 7.30 pm.	
	<b>Future Agenda Items:</b> a) Village Green Grass Cutting Contract Renewal	
	<b>The meeting closed at 9.30 pm</b>	
	<b>Minutes prepared by MT for KB.</b>	