



Appleton Wiske Parish Council

MINUTES of the Ordinary Meeting held in the Village Hall on Monday 2nd September 2024 commencing at 7.30 pm.

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

CLERK: Michelle Thompson (MT)

IN ATTENDANCE: One parishioner

1	Public Participation	<u>Action</u>
	<ul style="list-style-type: none"> • St Mary’s Lychgate War Memorial was installed by the village not the church and needs repair. A parishioner (SG) suggested applying for a grant from the War Memorial Trust. Resolved that Cllr JMCR will ask a local builder to contact SG for a repair estimate before proceeding with the grant application. • War Horse Memorial emails – Cllr SD to forward to SG 	<p style="text-align: center;">JMCR</p> <p style="text-align: center;">SD</p>
2	Apologies and approval for absence Richard Hauserman (RH)	
3	Dispensations and Declarations of Interest Cllr JMCR for agenda item 5g.	
4	Approval of Minutes of the previous meeting: 1st July 2024 and 5 th August 2024 both approved with slight amends.	Clerk
5	Matters Arising:	
a)	New Noticeboard The new noticeboard has been positively received by the village. The topsoil work is expected to be completed by 4th September 2024. Resolved: Cllr DP to contact Greenbarnes for clarification on whether the noticeboard is designed to flex in the wind.	DP
b)	Appleton Wiske Bridge The Clerk has forwarded a draft letter to the Councillors for review. Resolved: Cllr KB to follow up on any actions from NYC before the letter is sent.	KB
c)	Derelict Garages Ongoing discussions to determine the current registration of the garages.	KB
d)	Business Continuity Plan The plan is still in development. A procedure needs to be established to outline steps in the event of the Clerk's illness.	RJ
e)	Parish emails (.gov.uk)/ Cloud Storage Cllr KB has registered with Dropbox. It was noted that passwords require updating, and some Councillors may need IT training.	KB
f)	Village Green / Trees	

Minutes approved on
 Chair’s signature

	A mulching lawnmower has been recommended for the grass-cutting contract, which will be renewed in November. Cllr SD is still awaiting communication from Rennisons regarding the October tree planting.	SD
g)	Village Shop Options (Resiting) The Clerk has forwarded a draft Terms of Reference and Finance Plan to the Councillors for the meeting on 3rd September 2024. Community shop options will also be explored. The Clerk will share the 2022 toolkit with the Councillors.	Clerk
h)	New Gazebo Management Additional information is required regarding usage before the hire agreement can be finalised. The Clerk will verify insurance coverage for potential damage when hired out.	JMcR/ Clerk
i)	Mini-bus New tyres and lights purchased. Fundraising games night to be held on 27 th September 2024	JMcR/KB
j)	Benches outside Lord Nelson The benches are unsafe and need to be removed. The possibility of replacement will be considered in next year's budget.	
k)	Parking on the Village Green The issue has been resolved through a meeting and a letter. The village green policy will be displayed on the noticeboard, and all village green residents will receive a notice regarding the parking rules.	KB
l)	Street Sign Repairs Repairs are underway, with thanks and appreciation to the volunteer who has taken on this task.	
6	Reports	
a)	North Yorkshire Councillor – update received as follows: <ul style="list-style-type: none"> • Links sent to the Clerk - regarding Stronger Communities Delivery Manager (Hambleton) • Fireworks funding - AW will submit an application form for £300. Locality Budget upon receipt (awaiting staff returning to school, Clerk aware). • Educational Foundation – AW has chased the legal department again and they are going to provide an update. • Public Right of Way (PRoW) Bridge – AW has received a response from the PRoW department and has asked if the Parish Council wish to pursue as she may be able to assist with a small contribution from her Locality Budget. The Parish Council expressed disappointment with the Council's decision that the Parish Council cannot carry out repairs, despite having the necessary skills. While acknowledging the need for safety and liability management, the Parish Council is frustrated at being limited to minor tasks like mowing, given past experience with foot bridge repairs. It was also noted that a " Closed" sign is needed for Hornby Road footbridge. Resolved: Cllr KB to follow up on requesting the sign. 	KB
b)	Police Two reports were received, with nothing of significance to the village noted.	
c)	AWPC Clerk <ul style="list-style-type: none"> • North Yorkshire Council's Parish Liaison Team is forming a virtual consultation panel of Town and Parish Clerks to gather feedback and address shared concerns. The Clerk has volunteered to join. • The Clerk has requested access to the Facebook page to post important 	

	<p>updates for residents.</p> <ul style="list-style-type: none"> The Clerk will take on the role of Responsible Finance Officer (RFO) after the next quarterly report. 	
7	Business Matters:	
a)	<p>Representative Responsibilities The Clerk and Cllr DR to be added. Resolved: SD circulate the most up to date version for discussion next month.</p>	SD
b)	<p>Schedule of Assets Agreed once the War Memorial has been added.</p>	RJ
c)	<p>Succession Planning A policy and procedure are needed to support Councillor development and ensure the retention of knowledge. Resolved: The Clerk will circulate a draft for discussion next month</p>	Clerk
8	<p>Correspondence: Shrubs at Willow End – Volunteers have offered to help trim the hedges. Resolved: Cllr JMcR to speak with resident.</p>	JMcR
9	Planning:	
a)	ZB24/00746/FUL: Mill House, Appleton Wiske DL6 2AU – Appeal	
b)	24/00032/Refuse: Land West of Smithy Green - Refused	
c)	ZB23/01880/FUL: Village Farm no response – Cllr DP to follow up	
d)	ZB24/01640/FUL: Rose Acre Appleton Wiske – no observations	Clerk
10	Financial Matters:	
a)	<p>Santander Bank Accounts Status</p> <ul style="list-style-type: none"> i. Current Account Balance - £523.13 ii. Savings Account Balance - £15607.18 iii. Proposal to include Clerk as bank account signatory – agreed 	
b)	<p>Lloyds Bank Account Status</p> <ul style="list-style-type: none"> i. Current Account - £10.00 	
c)	<p>Invoices Paid:</p> <ul style="list-style-type: none"> i. MPS Joinery & Landscaping - £128.00 ii. Broadacres Housing - £25.31 iii. Greenbarnes - £2924.69 iv. Appleton Wise Village Hall - £16.00 	
d)	<p>Payments Received:</p> <ul style="list-style-type: none"> i. ARA - Picnic bench for the children's play area - £483.99 ii. Allotment Rents - £8.43 	
e)	<p>Quarterly Finances: Nothing to report</p>	
f)	<p>Allotment Rents: Invoices sent</p>	
g)	<p>Invoices to pay:</p> <ul style="list-style-type: none"> i. PT Landscapes - £566.24 <p>Resolved: That the above payment be approved and to be paid by KB.</p>	
11	Member Reports	
a)	<p>Cllr DP: All items discovered in the churchyard have been submitted to the Antiquities Scheme in York. They have been valued, and a report is available on the Yorkshire Museum website.</p>	
b)	<p>Cllr RJ: The defibrillator was found to be faulty but has since been repaired. It is currently being monitored, and professional assistance will be sought if</p>	

	<p>further issues arise.</p> <p>c) Cllr RJ: A claim for £78 per year for grass cutting at Prospect View is pending from NYC. The Clerk will follow up and return the necessary Highways invoices, as the claim has not been received for the past two years.</p> <p>d) Cllr KB: A caravan was noted parked in the recreation field. Discussions took place about locking the car park due to safety concerns.</p> <p>e) Cllr KB: The Educational Trust matter remains ongoing.</p>	
12	Date and time of next meeting: Monday 7 th October 2024 at 7.30 pm.	
	Future Agenda Items: a) Representative Responsibilities b) Succession Planning c) Business Continuity Plan	
	The meeting closed at 9.40 pm	
	Minutes prepared by MT for KB.	