



Appleton Wiske Parish Council

MINUTES of the Ordinary Meeting held in the Village Hall on Monday 4th November 2024 commencing at 7.30 pm.

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

CLERK: Michelle Thompson (MT)

NYC: Apologies received.

IN ATTENDANCE: None

1	Public Participation None	<u>Action</u>
2	Apologies Received None	
3	Dispensations and Declarations of Interest Cllr JMCR for agenda item 5f.	
4	Approval of Minutes of the previous meeting: Monday 7 th October 2024 approved.	
5	Matters Arising:	
a)	War Memorial: St. Mary's is obtaining a repair quote before applying for a grant from the War Memorial Trust Fund. Resolved: This item will be removed from future agendas.	
b)	New Noticeboard: Cllr JMCR is still awaiting a quote to lower the height of the new noticeboard.	JMCR
c)	Appleton Wiske Bridge: Cllr KB reported that Highways could not provide a response over the phone regarding the Wiske Bridge query but stated that an email would receive a reply within 20 working days. At a Parish Council Liaison Drop-In, Cllr KB raised concerns about delays from Area 2 Highways. The 20 days will expire on 7th November, and as of 4th November, no response has been received. Resolved: If no response is received by 7th November, Cllr KB will submit a formal complaint.	KB
d)	Broadacre Garage: Two builders have been contacted for quotes, and Cllr KB will pursue drawing quotations for Broadacres requirements. Resolved: Updates will be provided to the Parish Council via email for discussion at the December meeting.	DP//RJ/ KB
e)	Parish emails (. gov.uk)/ Cloud Storage Easyspace will be registering the domain appletonwiske.gov.uk. The Parish Council will explore the implications for other village emails currently using the .com domain. Additionally, options for OneDrive will be investigated, including access permissions and admin rights, as well as pricing for various iCloud storage plans. Resolved: Cllr RJ and the Clerk will research these options and report back at the next meeting.	RJ/Clerk

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f)	Save Our Post Office and Village Shop: Progress is being made, including discussions with the Post Office, planning, and the establishment of a legal entity. Resolved: This item will be removed from the Parish Council agenda, with future updates focused on grants and proposals.	
g)	Firework Display: A future sub-group will be formed. Resolved: The Clerk will progress this matter in January.	Clerk
h)	ARA Meeting Update: It was agreed to purchase a safety surface and a picnic table, which will be installed from 6th November. Resolved: The Parish Council approved the purchase, and the invoice will be sent to the Parish Council for payment. The ARA will make a grant to the Parish Council in support of the re-surfacing	
i)	New Gazebo Management: Cllr JMcR confirmed a temporary storage space has been secured, but a permanent solution is still being sought. Resolved: Updates will be provided as progress is made.	JMcR
j)	Locality Budget: It was agreed to request £400 from Cllr AW to relocate the defibrillator to the bus stop. The total cost will be £450. Resolved: The Clerk will contact Cllr AW with a formal request.	Clerk
k)	Representative Responsibilities: The list of representative responsibilities was circulated and approved.	
l)	VE Day: Updates include a proposed newsletter article, a choir in attendance, a VIP to light the beacon, (the event is officially registered). A village crier is required, and if the proclamation is unique, the press may attend. A loudspeaker and hand bell are also needed. Resolved: Volunteers and ideas are requested by Cllr SD who will coordinate the arrangements.	SD
6	Reports	
a)	North Yorkshire Councillor No further updates were provided at this time, but Cllr AW asked for an official request for the Locality Budget grant. Resolved: The Clerk will prepare and submit the official request for the Locality Budget grant.	Clerk
b)	Police Two reports were received, with one burglary and one anti-social incident in the village noted.	
c)	AWPC Clerk A request was made for only action-related and advisory emails to be sent to the Clerk, rather than being included in discussions between Councillors. The Clerk will also seek clarity regarding the Parish Liaison meetings, as there appears to be some confusion at NYC about the purpose of these meetings and who should be in attendance. There are both drop-in sessions and a group made up of Clerks across the County. Resolved: The Parish Council agreed to implement the email request, and the Clerk will pursue clarification on the Parish Liaison meetings.	Clerk
7	Business Matters:	
a)	Village Green Grass Cutting Contract:	

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	It was resolved to put the grass cutting contract out to tender, specifying the use of a mulching deck lawn mower. The Clerk will review the previous specification to ensure the smooth maintenance of the village green, with no large clumps of grass remaining. Resolved: The Clerk will proceed with reviewing the specification and issuing the tender.	Clerk
b)	Succession Planning: A draft policy and procedure were circulated for initial discussion. It was agreed that further discussion is required at the next meeting. Resolved: The Clerk will re-circulate the draft policy and procedure for review at the next meeting.	Clerk
c)	Resilience Planning: Further discussion is needed, particularly around community involvement. Resolved: The Clerk will re-circulate the draft document for Councillor comments ahead of the next meeting.	Clerk
d)	Schedule of Essential Policies and Procedures: Further discussion is required at the next meeting. Resolved: The Clerk will re-circulate the schedule with suggested priority policies for review ahead of the next meeting.	Clerk
e)	Business Continuity Plan: It was proposed and approved to adopt the existing plan as a controlled working document. Key passwords will be gathered and securely stored in a protected document or location. Resolved: The plan is adopted, and arrangements for secure password storage will be implemented.	RH/RJ
f)	December Newsletter: The deadline for articles is set for 1st December 2024. Sponsorship is required, and Cllrs RH and SD will pursue this. Cllr KB will also seek assistance from Cllr AW to address street parking issues. Resolved: The Clerk will coordinate articles and create the newsletter as a volunteer. Cllrs RH and SD will handle sponsorship efforts.	RH/SD KB/AW Clerk
g)	20mph Speed Limit: Cllr RH provided an update on the public consultation, open until 8th November. The Clerk noted that many Facebook comments expressed disappointment that Hornby Road was not included in the 20mph proposal. Cllr RH confirmed that, despite the Parish Council's efforts, Highways did not approve its inclusion. Resolved: Cllr RH will liaise with Highways as needed.	RH
h)	Staffing Committee: Updated documents were presented for approval. Resolved: This item was deferred to the next meeting.	DP/RH/ SD
i)	Enabling Remote Attendance and Proxy Voting at Meetings: Cllr KB will circulate views on this matter for discussion. Resolved: Further discussion will take place once views have been shared.	KB
j)	Adoption of NALC 2024/25 Salary Scales: The NALC 2024/25 salary scales were approved. Resolved: The updated salary scales will be adopted.	
k)	Relocation of Defibrillator to the Lych Gate: It was agreed to relocate the defibrillator to the bus shelter instead, as it is more central, at a cost of £450. £400 will be donated from the Locality Budget, with £50 provided by the Parish Council. Resolved: The relocation will proceed as agreed.	

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2nd December 2024
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8	Correspondence:	
	<ul style="list-style-type: none"> i. ARA – Two Replacement Benches: Awaiting costings for the benches. ii. North Yorkshire Boundary Review - Initial Consultation: Deferred for further discussion. iii. Police and Crime Plan and Fire and Rescue Plan Consultation: Noted. iv. Royal Garden Party 2025: It was proposed to nominate Ken for nearly 40 years of service. The Clerk will organise the nomination. <p>Resolved: The Clerk will proceed with the nomination and update the Parish Council on other items as necessary.</p>	Clerk
9	Planning:	
	<p>To Consider Planning:</p> <ul style="list-style-type: none"> i. ZB23/01880/FUL: Construction of Nine Dwellings, Village Farm: The letter was sent, and a response is still awaited. 	
10	Financial Matters:	
a)	<p>Santander Bank Accounts Status</p> <ul style="list-style-type: none"> i. Current Account Balance – £5,400.11 ii. Savings Account Balance - £14,607.18 	
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. Small Hall Hire - Appleton Wiske Village Hall - £16.00 ii. Tree Removal at Heathwaite - Rennison Tree Specialists - £180.00 iii. Lifting Tree Crowns - Rennison Tree Specialists - £900.00 iv. Repair to Defibrillator - Appleton Electrical - £10.62 v. Employment Costs - incl. employer HMRC payment - £383.84 vi. Newsletter - North Yorkshire Council - £141.00 	
d)	<p>Payments Received:</p> <ul style="list-style-type: none"> i. CIL Payment - NYC - £1901.25 	
e)	<p>Quarterly Finances: The bank reconciliation was approved.</p>	
f)	<p>Budget Report 2025 2026: The Budget Report was circulated and approved</p>	
g)	<p>Allotment Rents Received:</p> <ul style="list-style-type: none"> i. 2 allotment holders - £8.42 ii. 1 allotment holder - £4.12 	
h)	<p>Invoices to pay:</p> <ul style="list-style-type: none"> i. PT Landscapes - £188.75 ii. AW Village Hall - £16.00 <p>Resolved: The above payments were approved and to be paid by KB.</p>	KB
i)	<p>Community Infrastructure Levy (CIL) Slight adjustments are needed before presenting it for approval at the December meeting.</p> <p>Resolved: The adjustments will be made ahead of the next meeting for approval</p>	DP/RJ
11	Member Reports	
	<p>To Receive Member Reports: Cllr SD requested that vaccinations continue to be held at the village hall, as it is much more efficient for villagers. Cllr KB will contact the Mowbray House Practice Manager to discuss.</p>	

	Resolved: Cllr KB to explore the possibility of continuing vaccinations at the village hall.	KB
12	Date and time of next meeting: Monday 2 nd December 2024 at 7.30 pm.	
	The meeting closed at 9.45 pm	
	Minutes prepared by MT for KB.	

Minutes approved on
Chair's signature

20th December 2024
K. J. Blackwood