

APPLEBY PARISH COUNCIL

Minutes of the meeting of Appleby Parish Council held on Tuesday the 15th of February 2022 at Appleby Village Hall.

These minutes are presented in a format that is compatible with the RNIB'sⁱ Accessible Information Standard, using a size 12, clear print font. Large print copies can be requested by e-mailing the Clerk clerk@applebypc.org.uk. To avoid any confusion, where abbreviations are used (see minute item 21/097), these are explained in the footnotes on the final page.

Item no:	Details:
	<p>Present: Councillor HI Keyes (Chairman), Councillor R Wilson (Deputy Chairman), Councillor B Horsfield, Councillor P Johnson, Councillor D Hall.</p> <p>Councillor C Ross (Ward Councillor). Michael Lewis (Appleby Parish Council Clerk and Responsible Financial Officer). Andy Tate (North Lincolnshire Council's Principal Neighbourhoods Officer (Partnerships & Service Transformation)).</p> <p>There were no members of the public present.</p> <p>Please note initials in <i>italics</i> are used throughout these minutes to refer to an individual listed above.</p>
	<p>The meeting commenced at 19:00: Councillor Keyes opened the meeting by welcoming everyone to the February meeting of Appleby Parish Council.</p>
21/134	<p>Introduction of the new Parish Council Clerk: Councillor Keyes introduced Michael Lewis as the new Parish Council Clerk, stating that he had a very busy first few weeks and thanked <i>ML</i> for the introductory e-mail that he sent to all Parish and Ward Councillors on the 7th of January 2022.</p>
21/135	<p>Apologies for Absence: The following apologies were received and accepted by the Chair.</p> <p>Councillor T Biesty submitted his apologies via the Chair. Councillor J Lee (Ward Councillor) submitted apologies through both the Clerk and Councillor Ross.</p>
21/136	<p>To receive Declarations of Interest and Dispensations required: No declarations of interest were received. No dispensations were given.</p>

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21/137

To receive a report from the Principal Neighbourhoods Officer (Partnerships & Service Transformation) regarding devolution:

Andy Tate from North Lincolnshire Council discussed the previous devolution and how it applied to Appleby Parish Council; namely, the cutting of a number of grass verges around the village.

All present agreed that the initial devolution had been successful, with several Councillors commenting on how much better the devolved grass cutting was compared to the previous arrangements. *AT* stated this was a consensus across many of the Town and Parish Councils in North Lincolnshire.

AT then outlined other potential devolution options, including emptying general waste and dog fouling bins, cutting grass verges on high-speed highways, cleaning street furniture, keeping road gullies running freely, etc.

One of the above areas that some Town and Parish Councils are keen to take responsibility for includes cutting grass verges on high-speed highways, where the road approaches a Town or Village, has a footpath or is around a junction. Funding would be available for this.

AT mentioned that litter picking had been particularly successful in some Towns and Parishes. Currently, volunteers are provided with equipment, leaving the litter collected in red bags next to their household waste collection. North Lincolnshire Council collect the red bags when they empty the bins. *IK* said he believed Appleby had 5 or 6 volunteer litter pickers.

AT stated he was due to have a meeting with his managers later in the week and would be able to provide full details of the devolution programme for 2022-23 in due course, along with details of any funding available. Devolution could include Town and Parish Councils' taking on responsibility for North Lincolnshire Council services such as managing play parks or cemeteries – these, however, would not apply in the Appleby Parish, as the only play park is managed locally and the cemetery belongs to St Bartholomew's Church. **ML to pursue.**

Councillor Wilson asked *AT* if we took on a devolved service and it wasn't as successful as hoped, would it be able to go back to North Lincolnshire Council at a later date. *AT* stated that shouldn't be a problem.

Councillor Horsfield asked *AT* if we had already paid for services, such as the road scraping and sweeping in the Appleby Station area in January 2021, which cost £540 (inclusive of VAT), could be reclaimed. *AT* stated he would certainly take that back to his manager to discuss. **ML to pursue.**

Councillor Hall asked about the cemetery, giving a scenario, where if the church were no longer able to look after the cemetery, would Appleby parish Council be able to take over the management of the cemetery and gain funding to do so, *AT* said as it's an 'open' cemetery he would need to take guidance on the issue.

Appleby Parish Council will return to the subject of devolution at a later date.

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	AT left the meeting at 19:28.
21/138	Public Participation There were no members of the public present.
21/139	<p>To receive and approve the minutes of the last meeting Councillor Keyes asked that the minutes from the 21st of December 2021 meeting be approved.</p> <p>Proposed: Councillor Hall Seconded: Councillor Horsfield Agreed: All Councillors</p> <p>Matters Arising:</p> <p>1) Councillor Horsfield raised an issue regarding a missing note in the minutes about a discussion of an invoice.</p> <p>The newly appointed Clerk was not present at the previous meeting, so he cannot provide any further information on this issue, but promised to note the issue.</p> <p>2) The Clerk asked if apologies could be approved and backdated for previous meetings missed by Councillor Marritt in October, November and December 2021. However, once the minutes have been approved, they cannot be changed.</p> <p>Therefore, it is noted that the Clerk made the request on behalf of Councillor Marritt, but retrospective apologies could not be recorded.</p>
21/140	<p>Chairman's Report Councillor Keyes outlined his report, which comprised of a discussion around the following points:</p> <ul style="list-style-type: none"> • JustGo North Lincs – the Chairman, has spoken to JustGo North Lincs administrator regarding the App issue. And feedback to residents. • Spring in Bloom Application; Appleby Parish Council has been granted £250 subject to invoice for application form and Cutting Edge estimate. ML to request a quote. • Damage to grass verges one Churchside - brought to the Chair's attention by Councillor Beisty – North Lincolnshire Council are addressing this, as has resident. • Yew tree on Church Lane - re-requested – North Lincolnshire Council has addressed with Savills, but action is still outstanding. • Public Right of Way notices at Station Area, Carr Lane and Santon. The Chair has spoken to Colin Wilkinson, North Lincolnshire Council officer, to clarify these notices. It seems the notices are to inform residents that the relevant landowners have deposited files with North Lincolnshire Council, prohibiting Public Right of Way. The Chair also asked him about extending the Appleby Station area footpath to Rowland Plantation PROWⁱⁱ. The Clerk will follow up on the request to extend the footpath in writing.

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- Casual Vacancy for Councillor put on the Appleby Residents Facebook group. **ML to put notices up in the parish notice boards.**
- The Clerk has been added to the Appleby Residents Facebook group, following intervention by the Chair.
- Complaints were received about mud on Ermine Street in January – the farmer addressed this promptly.
- Dawes Lane and Appleby Station level crossings closure - have spoken to Paul Coffell Network Rail – he advised that North Lincolnshire Council should be notifying Appleby Parish Council. **Councillor Ross will follow this up with North Lincolnshire Council colleagues.**
- The Chair has e-mailed North Lincolnshire Council's Head of Planning regarding the lack of reference to Appleby Neighbourhood Plan by Case Officers and Agents - Case officer response has improved – North Lincolnshire Council's website has been amended to highlight Appleby's Neighbourhood Plan to Agents. The Chair also mentioned the agent's lack of accuracy on a recent Planning Application on Carr Lane, as requested.
- The Chair has progressed the Playground Grant with the Clerk.
- Appleby Neighbourhood Watch account - information in hand to have the balance of that fund transferred to Appleby Parish Council as discussed. **ML to bank the cheque and create a new journal in the Scribe accounts software.**
- The Chair has spoken with a Santon resident about an enquiry relating to potholes on Santon Lane / Dawes Lane.
- The Chair suggested that the Personnel Committee needs extra Councillors – this will be brought to a future meeting.
- The Chair attended Planning Training regarding the White Paper with Councillor Horsfield.
- Station Area footpath and drainage at Station Area is still an issue.
- The Chairman, along with Councillors Wilson and Horsfield, attended the Appleby Village Hall meeting. Councillor Hall was also at the meeting in his role as a Trustee of Appleby Village Hall.

21/141

Clerk's Report

The Clerk outlined his report, which comprised of a discussion around the following points.

Since the Clerk's introductory e-mail to all Councillors on the 7th of January 2022, the Clerk has:

- Continued to introduce himself to other stakeholders such as commercial suppliers and relevant local government and third sector colleagues.
- Reported and chased up the repainting of the Signal box at the Appleby Station level crossing.
- Reported an issue identified by the member of the community where street lighting appears to be low, certainly low enough for it a contributing factor in a fall, the lady who fell was impressed with the speed in which her concerns were dealt with. Ongo is investigating the possibility of installing an extra light.
- Reported the street sign at the Ermine Street / Beck Lane junction, and I am waiting to hear back from North Lincolnshire Council regarding the rotten wooden posts.

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- Attended an ERNLLCAⁱⁱⁱ Induction training, as well as training on using Scribe, VAT, on the Year-End process, Basic Planning training and attended an introductory session to the CiLCA qualification.
- Identified a potential grant to go towards the purchase and installation cost of a Defibrillator; we would be looking at installing this in the Santon area. However, we may wish to apply for a further grant to help with the cost.

The Clerk reported that he still didn't have access to the bank account and that he had spent nearly two hours on the phone to the Co-operative Bank – they will send log-on details and the payment token within the next seven to ten days.

21/142

Report from Ward Councillors

Councillor Ross discussed several issues, focused around the bullet points below:

- Grass verge damage on Churchside. The Highways department are monitoring this and have already carried out some remedial work.
- An abandoned caravan on the way to Clappgate was burnt out over the weekend. North Lincolnshire Council were due to assess it for contamination today, ready for removal and site clean-up.
- North Lincolnshire Council has just purchased 68 electric scooters to assist young people in getting to college or apprenticeships. These cost £60 or £80 per month. Further details can be seen here: <https://www.northlincs.gov.uk/news/green-transport-boost-as-council-trebles-fleet-of-affordable-electric-mopeds-for-job-seekers/>.
- Covid-19 Vaccinations are still available; however, the pop-up centre in the Parishes is now closed. The Ironstone Centre are still providing Vaccinations. Call 119 to book or check same-day availability.

Councillor Wilson queried Hare Coursing as there seems to be a lot of it going on at the moment. Humberside Police reported last week that this was the biggest single issue in Rural areas at the moment.

Councillor Ross advised never to confront. If you see it or suspect it, report it.

- Call 101 if you suspect it or any other crime.
- Call 999 if the crime is in progress.

Humberside Police has a section on their website with details on reporting rural crime. <https://www.humberside.police.uk/wildlife-and-rural-crime-contact-us>, which includes an e-mail address that can be used to report concerns. It is: SPOCRuralandWildlifeCrime@humberside.pnn.police.uk.

21/143

Report on Planning White Paper Training

Councillor Horsfield discussed the Planning White Paper Training that he and the Chair had attended. He outlined the main changes that are expected to be brought in through **The National Planning Policy Framework (NPPF)**:

- Many changes are related to Permitted Development.
- Covid relaxations are likely to be made permanent.
- Faster decisions made permanent.
- More permission in principle.
- Vehicle charging points, Eco-efficiency.

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- Strong emphasis on the design quality of developments, significant weight given to good design-poor design refused.
- Developers to create design guides at area-wide, neighbourhood or site-specific.
- Whoever produces them should be based on effective community engagement and reflect local aspirations.
- Support for tree retention and planting.
- Restrictions on Article 4 directions-Been used to reverse permitted development rights. Discretion of Local Planning to inform Parish Councils.
- Tighten rule regarding building houses in the countryside, greater protection of historical sites, statues and memorials.
- Faster delivery of colleges, hospitals and prisons.
- Emphasis on healthy communities, national parks, flood risks, cycling, biodiversity and at least 10% affordable homes.

Councillor Horsfield has produced more detailed notes; these, along with the presentation used during the Planning White Paper training session, will be circulated with these minutes.

The Chairman suggested writing a letter to Andrew Percy raising any concerns that we might have with the Planning White Paper. **The Clerk will investigate any deadlines for responding to consultations.**

21/144

To consider planning applications and any received following the issuing of the agenda

It was noted that the following planning applications have been approved by North Lincolnshire Council since the previous meeting:

- PA/2021/2186 Planning permission to replace four timber windows at 6 Ermine Street, Appleby, DN15 0AD – Granted with conditions
- PA/2021/2272 – Works to Trees within a Conservation Area at The Old Cart House, Church Side, Appleby, DN15 0AJ – Approved without a Tree Preservation Order being imposed.

There was then a discussion about the following planning application:

- PA/2022/3 Planning Application at The Vicarage, 5 Paul lane, Appleby, DN15 0AR – Amended Description.

The Chairman invited comments on the amended designs; there was a consensus that the amended plans were not in keeping with the policies as stated in the Appleby Neighbourhood Plan.

The Chairman offered to co-ordinate a fuller response to the application, objecting as it did not fit in with the policies. *IK* to share a summary of the objection with Councillors for comments. The Clerk will submit to NLC^{iv} on Friday the 18th of February 2022.

Details of the planning application and feedback, including Appleby Parish Council's submission, can be viewed at:

<https://apps.northlincs.gov.uk/application/pa-2022-3>.

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	No further planning applications had been received.
21/145	Code of Conduct The Clerk asked to defer this to the March meeting when we will be ratifying a whole range of policies, as he had left the signature sheets on his desk. Each Councillor and the Clerk will be required to sign an annual declaration accepting the policies and the principal authority's Code of Conduct. All Councillors agreed upon this deferral.
21/146	Emergency Plan Councillor Wilson reported that there were no updates to be added to the Vulnerable People section of the Emergency Plan. The Clerk reported that there were a few changes to be made to the plan, including changing the Clerk's details. The Clerk will upload the updated Emergency Plan to the Appleby Parish Council website in the next few days.
21/147	Playground equipment update Sarah Hayes in Andrew Percy's office has submitted the application today on behalf of Appleby Parish Council – North Lincolnshire Council will come back to us in about eight weeks time. There had been concerns about the playing field lease being up for renewal in 2024 and that this might negatively impact upon the grant for the funding to replace the park equipment. However, SH seemed fairly confident that as long as the Village Hall Trustees (who are responsible for the playing field) make enquiries about extending the lease, it should not be too much of an issue. Village Hall update Councillor Hall gave an update on the Village Hall. The Trustees of the Village Hall own the village hall; there had been a concern at the end of 2021 that the village hall might need to be sold back to the North Lincolnshire Council as it had not been possible to form a quorate management committee to oversee the running of the village hall. However, following an Extraordinary General Meeting of the Village Hall Trustees in January 2022, a fully operational Management Committee has been formed. Twenty-three people volunteer to be on the Management Committee. Councillor Hall advised that the Estate had been approached via Savilles, the managing agent, to see if the Estate is "in principle, agreeable to extending the playing field lease". DH said he hoped to have an answer in time for the next meeting.

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There had been rumours in the community that the playing field lease would be transferred to the Parish Council. There was a discussion around this. It was suggested that this is something that could be looked into in the future if the need arises.

The Chairman asked Councillor Hall to ask the Trustees of the Village Hall to apply for an extension on the playing field lease when feasible.

21/148

Correspondence for discussion or decision

The Clerk has previously circulated the following correspondence:

- Platinum Jubilee Celebrations.
 - E-mail about lighting beacons.
 - E-mail about street parties.
 - E-mail about commemorative merchandise.
- Correspondence about a grant towards a Defibrillator Grant.
- Ofcom Postal Service regulation consultation.

A discussion took place about each item. It was decided not to put on any event (such as the lighting of beacons or street parties) to celebrate the Queen's Platinum Jubilee; however, the Chairman did suggest producing a Commemorative Cover for the Parish Newsletter for the Spring Edition. **IK to obtain a quote for producing such a cover.**

There then followed a discussion about the Defibrillator grant. Councillor Ross said that North Lincolnshire Council has a Defibrillator Officer, who might be able to provide one for free. **ML to pursue this with North Lincolnshire Council.**

The final discussion was about the Ofcom Postal Services regulation consultation. It was decided that Appleby Parish Council could not respond to the 197-page consultation and that we would trust the National Association of Local Councils to represent Town and Parish Councils fairly in their consultation response.

21/149

Correspondence for information

Prior to the meeting, the Clerk circulated the following correspondence to Councillors:

- East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) newsletters.
- National Local Area Councils (NALC) newsletters.
- Society of Local Council Clerks (SLCC) newsletters.
- Rural Services Network newsletters.
- High Street Safari e-mail
- Humber and The Wolds Rural Action newsletters, including one on oil prices.
- Other newsletters / documents including from Voluntary Action North Lincolnshire (VANL), the Community Policing Team (CPT) and the Neighbourhood Watch (NHW) Team.

The Clerk advised that he had received an e-mail from the Campaign to Protect Rural England, which includes information about a Star Count that is taking place

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	between the 26 th of February and the 2 nd of March 2022. The Clerk will forward this e-mail on to Councillors for their information.
21/150	<p>To receive an update on the outlying areas</p> <p>The Chairman discussed the potholes in Santon that residents have raised; see minute number 21/140. These are particularly bad about 20 meters East of the Toll Gate Cottages. Councillor Ross will report these to North Lincolnshire Council.</p> <p>There had been numerous reports of mud on Ermine Street in the Appleby Station area in January 2022, but as the Chairman outlined during his report, the farmer was quick to clean the soil from the road.</p>
21/151	<p>To receive and approve Financial Reports</p> <p>The Clerk advised that there had been no new account transactions since the new Clerk took over as he is still waiting for The Co-operative Bank to fully set up access to the accounts for the new Clerk.</p> <p>The Clerk asked that the following payments are approved for payment:</p> <ul style="list-style-type: none">• Brigg Office Supplies – Stationery £39.35• VisionICT – Clerk Training £90.00• ERNLLCA – Planning White Paper Training £36.00• Appleby Village Hall – Half share of 18 grass cuts on playing field £648.00• Appleby Village Hall – Half share of playing field perimeter hedge cutting £90.00• Appleby Village Hall – 7 meetings (June to December 2021) £175.00• Appleby Village Hall – Grant £500.00 <p>The Chairman asked that the payments be approved for payment. Proposed: Councillor Hall Seconded: Councillor Wilson Agreed: All Councillors</p> <p>Appleby Parish Council Bank account balances are:</p> <ul style="list-style-type: none">• Current account: £924.06• Reserve account: £14,118.92 <p>Uncashed payments (10th of February 2022): £1,705.86 (includes payments from earlier in the year and payments above).</p> <p>The Clerk said that he is considering reclaiming VAT s126 payments on a monthly, quarterly or six-monthly basis rather than on an annual basis, starting from the new financial year. As of the 31st of January 2022, £253.65 was available to claim back from HMRC. As long there is £100 to reclaim, we can submit a claim at the end of every month.</p> <p>The Clerk then updated Councillors on the Precept and budget for 2022-23. As the Precept has been increased above £11,300, no separate Precept Grant has been applied for. The Precept was applied for by the Temporary Clerk just before the new Clerk took up his post.</p>

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	2020-21	2021-22	2022-23
Budget	£12,219.00	£12,146.92	£11,917.00
Precept	£11,173.00	£11,173.00	£11,517.00
Precept Grant	£94.00	£94.00	nil
Grant	£345.00	£345.00	nil

The Clerk advised that Appleby Parish Council now has an account set up with Recycle4Charity to exchange used ink cartridges for money. Ink Cartridges can be brought to Parish Council meetings by Councillors or Members of the Public.

The Clerk will ask the Chair of the Village Hall Committee if it would be okay to place a Recycle4Charity ink cartridges collection box in the Village Hall lobby. The Clerk will also put up posters in the Parish notice boards.

- 21/152 To update Bank Mandate for both accounts**
It was agreed that Councillor Wilson would become the fourth account signatory.
- The Clerk passed the bank mandate form to Councillor Wilson to complete.
- Councillors Keyes and Hall, as well as the Clerk, will need to sign the mandate form at a suitably convenient appointment.**

- 21/153 Minor items**
There were no minor points for consideration.

- 21/154 To confirm the dates of the next three Parish Council meetings**
Appleby Parish Council meetings take place on the third Tuesday of each month, at 7pm at the Appleby Village Hall.
- The following dates are agreed for the coming three months:
- The 15th of March 2022
 - The 19th of April 2022
 - The 17th of May 2022
- The May meeting of Appleby Parish Council will be immediately preceded by the Appleby Parish Meeting and then the Annual General Meeting of Appleby Parish Council.

- 21/155 Agenda Items for the next Parish Council meeting to be received by the Clerk no later than the 5th of April 2022**
- Ratification of policies & Code of Conduct. **All Councillors to feedback any comments to the Clerk on the policies, available on the Appleby Parish Council website, no later than the 28th of February.**
 - Planning White Paper.
 - Village Hall.
 - Playing Field Lease.
 - Playground Equipment update.

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21/156	<p>To consider the exclusion of the public and the press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed There were no members of the public present.</p>
21/157	<p>To approve the Clerk's salary and expenses for January 2022. The following were discussed for payment:</p> <p>Brian Brooks (Temporary Clerk): Invoice for the handover to new Clerk and mileage £69.00 Proposed: Councillor Hall Seconded: Councillor Wilson Agreed: All Councillors</p> <p>Mileage rate. The Clerk asked for a decision to be made on the exact mileage rate payable. The mileage rate applies to the Clerk, and Councillors can also claim mileage for official duties.</p> <p>The Clerk is employed on NJC Terms and Conditions. The NJC agreed mileage rate for Casual Car Users is currently £0.65 per mile, of which £0.20 per mile is taxable.</p> <p>The HMRC approved mileage rate is £0.45 per mile.</p> <p>The Clerk explained that the Temporary Clerk claimed £0.45 per mile, but Brian Brooks was contracted to provide a service rather than being employed as a Clerk.</p> <p>Councillor Wilson stated he would be happier paying £0.45 per mile. The Clerk said he was happy with this rate. Proposed: Councillor Johnson Seconded: Councillor Wilson Agreed: All Councillors</p> <p>The Clerk will draft a letter to be attached to his Contract of Employment stating the agreed mileage rate is £0.45 per mile.</p> <p>To approve the following wages and expenses for the Clerk for January 2022:</p> <p>Michael Lewis – Wages: 16 hours @ £10.44 Clerking duties 2 hours @ £10.44 Website update duties 5 hours @ £10.44 Induction Training Total take-home pay: £192.12 Income Tax paid: £48.00</p> <p>Michael Lewis - Expenses: The 3rd of January 2022 – SLCC^{vi} Membership 2022 £80.00</p>

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3 rd Jan. 2022 – SLCC Joining Fee	£5.00
The 6th of January 2022 – Mileage – Handover Meeting 18 @ £0.45	£8.10
The 14th of January 2022 – Mileage – Meeting with Ivor & collecting stationary 24 @ £0.45	£10.80
18 th Jan. 2022 – Postage Change of Signatories form	£1.29
The 21st of January 2022 – Mileage – putting up NLC meetings posters 18 @ £0.45	£8.10
31 st Jan. 2022 – Work from Home Allowance	£26.00
Total	£139.29
Proposed: Councillor Hall	
Seconded: Councillor Wilson	
Agreed: All Councillors	
The meeting closed at 21:21.	

ⁱ **RNIB** Royal National Institute for the Blind.

ⁱⁱ **PROW** Public Right of Way.

ⁱⁱⁱ **ERNLLCA** East Riding and Northern Lincolnshire Local Council's Association.

^{iv} **NLC** North Lincolnshire Council.

^v **Andrew Percy** is the MP for Brigg and Goole, his constituency includes the parish of Appleby.

^{vi} **SLLC** Society of Local Council Clerks.