

APPLEBY PARISH COUNCIL

Minutes of the meeting of Appleby Parish Council held on Thursday the 21st of April 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 (<i>IK</i>) (Chairman), Councillor R Wilson (<i>RW</i>) (Deputy Chairman), Councillor B Horsfield (<i>BH</i>), Councillor T Biesty (<i>TB</i>), Councillor D Hall (<i>DH</i>).</p> <p>In attendance: Councillor J Lee (<i>JL</i>) (Ward Councillor), Councillor C Ross (<i>CR</i>) (Ward Councillor), Councillor E Marper (<i>EM</i>) (Ward Councillor), Michael Lewis (<i>ML</i>) (Parish Council Clerk).</p> <p>There were no members of the public present.</p> <p>Please note: initials in <i>italics</i> where used in these minutes; refer to an individual listed above.</p>
	<p>The meeting commenced at 19:00: The Chairman opened the meeting by welcoming everyone to the April meeting of Appleby Parish Council.</p> <p>Councillor C Ross arrived at 19:10. Councillor E Marper arrived at 19:19.</p>
21/183	<p>Apologies for Absence: Apologies were received and accepted by the Chair.</p> <p>Councillor P Johnson (<i>PR</i>) submitted apologies through the Chairman and the Clerk. Councillors H Rowson (<i>HR</i>) and R Ogg (<i>RO</i>) submitted apologies via Councillor Marper.</p>
21/184	<p>To receive Declarations of Interest and Dispensations required: No declarations of interest were received. No dispensations were given.</p>
21/185	<p>Public Participation There were no members of the public present.</p>

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21/186	<p>To receive and approve the minutes of the last meeting Resolved that the minutes from the 15th of March 2022 meeting be approved.</p> <p>Proposed: Councillor Wilson Seconded: Councillor Biesty Agreed: All Councillors</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • There were no matters arising.
21/187	<p>Chairman's Report</p> <p>The Chairman explained that as a result of the final Boundary Changes that are being applied to North Lincolnshire Council from May 2023, the ward Councillors from the Burton-upon-Stather and Winterton Ward will be attending future meetings, as part of their handover. (See minute item 21/171).</p> <p>The Chairman then outlined his report, which comprised of a discussion around the following points:</p> <ul style="list-style-type: none"> • The Chairman visited Demeter House to collect the repaired Keb House noticeboard door – the Chairman and <i>ML</i> refixed the door to the noticeboard. • Demeter House are willing to do odd jobs within the parish. • The Chairman attended East Riding and Northern Lincolnshire Local Councils Association Chair's Chat – there was nothing special to report. • Attended the Neighbourhood Action Team Meeting - No Police presence due to retirement – the biggest issue is suspected drug dealing. • Cutting Edge as per Clerks report (21/188). • Safe, Well and Connected Neighbourhood Watch and Volunteer Annual Meeting on the 10th of May at the Baths Hall - do any Councillors want to attend? The Police and Crime Commissioner and Leader of North Lincolnshire Council will be speaking. • A trip hazard on Ermine Street adjacent to No 4 has been reported to North Lincolnshire Council. • Summer Newsletter – the Chairman appealed for any help with photos, etc., for Platinum Jubilee.
21/188	<p>Clerk's Report</p> <p>The Clerk outlined his report, which comprised of a discussion around the following points. During the last month, I have:</p> <ul style="list-style-type: none"> • Yet again chased up the repainting of the Signal box at the Appleby Station level crossing. This is on Network Rail's works schedule for the Summer of 2024. Details of Historic England's listing of the Appleby Signal box can be viewed here: https://historicengland.org.uk/listing/the-list/list-entry/1161513. • The Chairman and Clerk held a meeting with Cutting Edge – during the summer and autumn of 2021 Cutting Edge inadvertently overcharged Appleby Parish Council, these incorrect invoices were paid. Following the meeting with Cutting Edge a credit note has been issued for 2022-23. The Clerk subsequently attended the village coffee morning for a while. • Corresponded with Demeter House to sort out the repairs to the notice board door. The repairs are to a very good standard.

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- Posted several times on the Appleby Residents Facebook Group about road closures.
- Responded to a resident's e-mail and post on Facebook about bags of rubbish and tyres having been dumped, I contacted North Lincolnshire Council, and within 48 hours, this rubbish was removed. I also contacted NLCⁱⁱ about a sheet of linoleum and an additional tyre.
- Met with a Santon resident to look at his deeds to try and establish responsibility for the road, footpaths and access to Santon – in the deeds from 1974 ownership of various bits of land had belonged to the Earl of Yarborough and to British Steel.
- Reported the Yew Tree on Church Lane to North Lincolnshire Council again.
- Attended the East Riding and Northern Lincolnshire Local Councils Association North Lincolnshire District Committee Zoom meeting.
- Attended the Standards Training that North Lincolnshire Council ran at the end of March.
- Had a phone conversation with Jo Peters from Scribe regarding the year-end process, which I have started working on.

21/189 Report from Ward Councillors

Councillor Lee discussed several issues; some of which included:

- Updates on issues from the last meeting, such as the Yew Tree on Church Lane and the calming lines on Ermine Street, and the removal at Clappgate of the burnt-out caravan.

Councillor Lee then provided a general update on the current work of North Lincolnshire Council.

Covid vaccinations:

- Over 75-year-olds are all currently being vaccinated through their primary care doctors or through the ironstone centre. Take up so far has been positive and there is talk of a fifth vaccine for those who are clinically vulnerable later in the year.
- In addition the council is working with the CCG to deliver vaccinations to over five-year-old I wish to take up the vaccine
- The council has been shortlisted with 70 other councils to access a share of a multimillion-pound GOVERNMENT INVESTMENT to continue to develop our full family hub program throughout North Lincolnshire.
- The program will seek to help families deal with parenting, mental health issues, and other social issues affecting the family.

The council has provided some additional financial support for older people in the lowest income bracket:

- In the past four weeks the council has awarded £60 worth of food vouchers to 3200 pensioners eligible for pension credit and council tax relief, and a further £70 to 1213 pensioners who also access council tax benefit.
- This is in addition to the £150 that will be paid to property Occupiers in Cash to help out with household bills. The council is currently planning to pay this in early May, once all the necessary anti-fraud checks have been completed for eligible properties.

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	<ul style="list-style-type: none"> • Ward Councillors have chased up again the road scheme designed to slow traffic in the village, and also the path between Appleby and Appleby Station. • There have been some considerable delays with contractors, we are hopeful that from July these will all be resolved and we should be able to give firm dates for work to start on both of these two schemes. • North Lincolnshire Council is supporting just over 100 people who are evacuees from the Ukraine who are settling with families throughout the county. • We are supporting them with education employment and other needs during their resettlement in our area.
21/190	<p>Planning White Paper The Clerk reported that Andrew Percy, MP will raise our concerns directly with the Secretary of State and that he will forward any responses in due course.</p>
21/191	<p>To consider planning applications and any received following the issuing of the agenda It was noted that the following planning applications had been approved:</p> <ul style="list-style-type: none"> • PA/2022/3 Planning Application at The Vicarage, 5 Paul lane, Appleby, DN15 0AR – Amended Description - Approved • PA/2022/470 Notice of intention to fell a conifer tree within Appleby conservation area at The Vicarage, 5 Paul lane, Appleby, DN15 0AR – Approved • Little Crow Solar Park - Approved
21/192	<p>Levelling-up White Paper A brief discussion took place about the Levelling-up White Paper and the National Association of Local Council's Training on the Levelling-up White Paper. No one volunteered for the training.</p> <p>The Clerk will look at undertaking training on behalf of the Council in the Summer.</p>
21/193	<p>Devolution Update The Clerk had spoken to Andy Tate from North Lincolnshire Council, at this point there is no update on the next stage of Devolution.</p> <p>We will return to Devolution at the May parish council meeting.</p>
21/194	<p>To consider the viability of 20mph (miles per hour) zones within the parish It was resolved not to consider any 20mph zones at this stage.</p>
21/195	<p>Code of Conduct / Standards Training The Chairman and the Clerk discussed the recent Standards Training that North Lincolnshire Council provided for Town and Parish Councils at the end of March 2022.</p>

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	The Democratic Services Team will forward the slides and training materials from the session. ML will then forward on to Councillors.
21/196	<p>Policies</p> <p>Each Councillor and the Clerk signed a declaration form accepting the following policies, following further changes, requested by North Lincolnshire Council's Community Grants Team:</p> <ul style="list-style-type: none"> • Appleby Parish Council's Safeguarding Adults Policy, • Appleby Parish Council's Safeguarding Children Policy, <p>The policies were ratified. Further policies will be ratified at future next Parish Council meetings.</p> <p>ML to upload to the Appleby Parish Council website and to provide copies to the Community Grants Team.</p>
21/197	<p>Jubilee Newsletter</p> <p>The Chairman outlined the plans for the Jubilee Newsletter, this will be published earlier than normal so that delivery can take place prior to the Jubilee weekend.</p> <p>The Summer newsletter will have a commemorative wrap around cover, concentrating on Her Majesty the Queen and her Platinum Jubilee.</p> <p>The copy deadline in 5pm on the 17th of May 2022.</p>
21/198	<p>Correspondence for discussion or decision</p> <p>The Clerk has previously circulated the following correspondence:</p> <ul style="list-style-type: none"> • National Local Area Councils (NALC) Smaller Council's Consultation. <p>It was resolved to forward the same points as raised with Andrew Percy, MP to NALC.</p> <p>ML to draft an e-mail in response to this consultation.</p>
21/199	<p>Correspondence for information</p> <p>Prior to the meeting, the Clerk circulated the following correspondence to Councillors:</p> <ul style="list-style-type: none"> • ERNLLCAⁱⁱⁱ Newsletter • NALC^{iv} Chief Executive's Bulletin • CPRE^v Campaigns Update • LGA^{vi} Devolution Bulletin • LGA 'first' magazine • The Rural Bulletin • NALC Civility and Respect Project update • Planning Decision Notices • NLC April's Meetings list • VANL^{vii} Newsletter • ERNLLCA North Lincolnshire District Committee meeting notice • Broughton NAT^{viii} meeting notice

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- E-mail from the Police and Crime Commissioner
- NLC documents regarding Levelling Up
- ERNLLCA Appointment of new Chief Executive
- Healthwatch North Lincolnshire newsletter
- Scribe A-Z funding sources flyer
- NLC Integrated Transport Strategy Consultation.

The Clerk also mentioned East Riding and Northern Lincolnshire Local Councils Association Chief Officer, Alan Barker's leaving collection. Any personal or council donations need to be made by the 20th of May. This will be discussed again at the May meeting.

ML to forward any donations to ERNLLCA immediately after the 17th of May 2022 meeting.

21/200

To receive an update on the outlying areas

Santon:

- British Steel have started some repairs to the road to alleviate flooding at the bus stop.

ML to obtain land registry documents regarding the ownership of Santon Lane.

Demeter House:

A discussion took place about the possibility of Demeter House students / staff providing odd jobs around the parish.

- Policies from the school need to be checked.
- Appleby Parish Council may need to update our policies.
- Appleby Parish Council insurance is to be checked.

ML to check Appleby Parish Council's policies and insurance.

IK to arrange a meeting with Demeter House School to explore working together.

Station area:

- Residents have asked for extra planters to be supplied to the Station area.

21/201

To receive and approve Financial Reports / Financial Information

There was a discussion about whether or not the Parish Council would like to make a s137 donation to charities working in / supporting the people of Ukraine.

- It was **resolved** not to make a donation using Parish Council funds.

Proposed: Councillor Wilson

Seconded: Councillor Horsfield

Agreed: All Councillors

It was **noted** that the following payments that were due to be paid shortly:

- BHIB Councils Insurance £693.42 (2021-22 price was £627.25)

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- Invoice from VNAL – Payroll and Year-end charges £25.00
- Invoice from ERNLLCA – Membership fee and NALC Affiliation fee £339.00
- Cutting Edge 2 x Appleby Verges £178.00
- Cutting Edge 2 x Gym and Play Area and 2 x Ermine Street £128.00
- Clerks Wages £201.88 (higher than usual, due to 5 extra hours worked on the Informal / Internal Audit last month)
 - Income Tax £50.40
 - Clerks Expenses £68.75

It was **noted** that the Bank account balances were (14th April 2022):

- Current account: £494.47
- Reserve account: £12,119.04

The following quote was **noted**:

- JB Rural Services for sweeping Church Lane and Ermine Street £140.00 plus VAT

ML to instruct JB Rural to sweep Church Lane and Ermine Street.

It was **noted** that Appleby Parish Council had received the following credit note:

- Cutting Edge £500.00

IK outlined the change to the price of the most recent newsletter.

The Clerk outlined the various prices of purchasing a Zoom Licence / Subscription for Hybrid meetings, the cheapest price being around £15.50 per month. He then explained that Jitsi Meet is a free service provided by a group of academic institutions and works well.

Spring in Bloom update:

- Waiting for the invoice from Cutting Edge.

It was **resolved** to pay the bills / note the above financial details.

Proposed: Councillor Wilson

Seconded: Councillor Horsfield

Agreed: All Councillors

21/202	Village Hall update The Village Hall Trustees have confirmed that the playing field lease will be renewed in advance of April 2024.
21/203	Playground update The Clerk will order the playground equipment and claim the grant. ML to claim the grant and order the installation of the playground equipment.
21/204	Minor items The following minor items were discussed:

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	<ul style="list-style-type: none"> • Speeding on Ermine Street. • Daffodils being cut down too soon. • Cats using underneath the play equipment as a toilet. • Vicarage Park grass verge not cut very well. • The playing field grass not cut very well. <p>ML to contact Cutting Edge to discuss the Daffodils and Vicarage Park grass verge.</p> <p>ML to contact Jonathan Witty, Chair of Appleby Village Hall regarding the playing field grass cuts.</p>
21/205	<p>Planning for May's meetings</p> <p>The Annual Parish Meeting will take place at 6:30pm on the 17th of May 2022.</p> <p>The Annual Parish Council Meeting will take place at 6:45pm on the 17th of May 2022.</p> <p>The May Parish Council Meeting will take place at 7:00pm on the 17th of May 2022.</p> <p>All three meetings are open to members of the public and will take place in Appleby Village Hall.</p>
21/206	<p>Agenda Items for the next Parish Council meeting to be received by the Clerk no later than the 9th May 2022</p> <ul style="list-style-type: none"> • Additional Policies to ratify. • Devolution update. • Forward Planning for June and July meetings.
21/207	<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</p> <p>There were no members of the public present.</p> <p>Councillors Lee, Marper and Ross left the meeting at this point.</p>
21/182	<p>To be updated on the 2021-2022 pay award and implementation for Appleby Parish Council</p> <p>The Clerk provided a further update on the pay award, which was agreed upon at the beginning of March. The Clerk's back pay was included in the wages above.</p> <p>The previous Clerk is due an amount as previously circulated to Councillors. The previous Clerk's Income Tax payment is £3.40.</p> <p>It was resolved to pay HMRC and the previous Clerk.</p> <p>Proposed: Councillor Hall Seconded: Councillor Biesty Agreed: All Councillors</p>

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	The meeting closed at 21:05

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- i **RNIB** Royal National Institute for the Blind.
 - ii **NLC** North Lincolnshire Council.
 - iii **ERNLLCA** East Riding and Northern Lincolnshire Local Councils Association.
 - iv **NALC** National Association of Local Councils.
 - v **CPRE** Campaign for the Protection of Rural England.
 - vi **LGA** Local Government Association.
 - vii **VANL** Voluntary Action North Lincolnshire.
 - viii **NAT** Neighbourhood Action Team.