

APPLEBY PARISH COUNCIL

Minutes of the meeting of Appleby Parish Council held on Tuesday the 15th of March 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 P Johnson (<i>PJ</i>), Councillor D Hall (<i>DH</i>).</p> <p>In attendance: Councillor J Lee (<i>JL</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> 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 March meeting of Appleby Parish Council.</p> <p>Councillor Wilson arrived at the meeting just as the Chairman opened the meeting.</p>
21/158	<p>Apologies for Absence: Apologies were received and accepted by the Chair.</p> <p>Councillor C Ross (<i>CR</i>) (Ward Councillor) submitted apologies through Councillor Lee.</p>
21/159	<p>To receive Declarations of Interest and Dispensations required: No declarations of interest were received. No dispensations were given.</p>
21/160	<p>Public Participation There were no members of the public present.</p>
21/161	<p>To receive and approve the minutes of the last meeting Resolved that the minutes from the 15th of February 2022 meeting be approved.</p>

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Proposed: Councillor Hall
Seconded: Councillor Wilson
Agreed: All Councillors

Matters Arising:

- It was pointed out that previous Clerks had not included names of Councillor's comments in the minutes; comments had previously been anonymised.
- The Clerk agreed to retain the current policy and anonymise comments in future minutes, as relevant.

21/162

Chairman's Report

The Chairman outlined his report, which comprised of a discussion around the following points:

- Hare Coursing reported at Feb meeting – the local gamekeeper was aware of an incident at the top of Risby Road, which was not in our Parish - the gamekeeper for that area had not requested any help from our gamekeeper.
- Spring in Bloom Grant - we have requested Cutting Edge to ensure that we get an invoice prior to the May meeting. The claim for the grant needs to be submitted in May.
- Just Go North Lincs have widened their operation to include routes served by public transport. We will put this information in the Spring Appleby Newsletter.
- The yew tree on Church Lane - still hasn't been cut back - asked the Clerk to resubmit a new request.
- Drains at the top of Beck Lane on Ermine Street clearing requested and done.
- Checked out the possibility of hybrid meeting communication should a meeting demand it.

21/163

Clerk's Report

The Clerk outlined his report, which comprised of a discussion around the following points. During the last month, I have:

- Continued to introduce myself to other stakeholders such as commercial suppliers and relevant local government and third sector colleagues.
- Finally received my log-on details for the bank. Reconciled the bank accounts to Scribe.
- Yet again chased up the repainting of the Signal box at the Appleby Station level crossing.
- The lamp has been installed at the Beck Lane steps, and residents feel safer.
- North Lincolnshire Council will replace the wooden posts on the street sign on Ermine Street at the top of Beck Lane.
- Posted several times on the Appleby Residents Facebook Group about road closures.
- Responded to a post on Facebook about a bag of rubbish having been dumped, I contacted North Lincolnshire Council, and within 48 hours, this bag was removed.
- Reported an issue with some drains on Ermine Street that Ivor identified, and within 48 hours, they had been cleared by North Lincolnshire Council.

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- Communicated with East Riding and Northern Lincolnshire Local Councils Association on a couple of issues.
- Booked myself on to the Standards Training that North Lincolnshire Council are facilitating at the end of March.

In addition, the Clerk mentioned that the notice board at Keb House had been damaged overnight between Thursday the 10th and Friday the 11th of March. Demeter House School has offered to repair the door that has been damaged at their own expense.

The Clerk will write to Demeter House School to thank them.

21/164

Report from Ward Councillors

The ward Councillor discussed several issues; it was recently the North Lincolnshire Council annual budget meeting, where the Council Leader, Councillor Rob Waltham MBE, unveiled a number of new initiatives and proposals, some of which include:

- Investing in Highways.
- Investing in NHS Hotels which will be staffed by personnel from local hospitals and Community Health Services.
- Speeding is an issue that Humberside Police are focusing on. North Lincolnshire Council is looking at 20 miles per hour (mph) zones and will be encouraging Town and Parish Councils to consider whether or not they would like to be considered for 20mph zones.
- The Baths Hall and The Plowright Theatre are coming back under the direct management of North Lincolnshire Council; this will mean that money from the sales of tickets can be invested back into performances rather than going to American shareholders.
- Council Tax Bills are rising by 2.89%, 2% of this is for Adult Social Care, and the 0.89% is for General Taxation – this is amongst the lowest in Greater Lincolnshire.
- Continuing to invest in the large red litter bins which are being sited around the authority.
- Helping deal with homelessness.
- 100 – 120 new homes for older people are planned for Scunthorpe, Ashby and Brigg, including on the old Ashby Market and Hewson House sites.
- Committed to planting 172,000 trees around the district, a sizable percentage have already been planted.
- There will be continued investments in the services provided at Normanby Hall and by the Mobile Libraries.

The following links provide a summary of the Budget:

- <https://www.northlincs.gov.uk/news/budget-2022-children-and-families-enabled-to-have-better-lives/>
- <https://www.northlincs.gov.uk/news/budget-2022-environment-at-heart-of-council-as-net-zero-ambition-embedded-into-budget-plans/>
- <https://www.northlincs.gov.uk/news/budget-2022-successful-business-digital->

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[grant-scheme-reopens-with-100000-top-up/](#)

- <https://www.northlincs.gov.uk/news/budget-2022-investments-will-support-people-to-live-and-age-well-across-north-lincolnshire/>.

There was a discussion about speeding, including chasing up the painted markings, which were discussed in June 2021, see minute number 21/025. The traffic calming markings have not yet been painted.

The Clerk will chase this up.

Humberside Police were in the village with their speed van, several drivers were spoken to, and advice was issued.

<https://www.facebook.com/photo/?fbid=267938405519786&set=a.242461268067500>.

The Clerk reported that North Lincolnshire Council has filled in the potholes 20 meters to the east of Toll Cottages on Santon Lane. There is still an issue finding who owns the stretch of Santon Lane from Toll Cottages to Woodside Concrete, North Lincolnshire Council had previously filled in several potholes on this stretch, but they are ready for doing again.

The Clerk will investigate ownership with North Lincolnshire Council Highway's Department.

The burnt-out Caravan in Clappgate is still awaiting removal.

JL will report this again through the North Lincolnshire Council portal.

21/165 Planning White Paper

It was **resolved** to write to Andrew Percy, MP, regarding the changes outlined in the Planning White Paper, which we feel will impact upon the ability of Appleby Parish Council to comment on future planning applications.

The points to raise with Andrew Percy include:

- Reducing the 21 days timescale to 15 days,
- This reduction in time limit may reduce democracy and give developers free rein in terms of future developments.

The Clerk will write to Andrew Percy.

21/166 Levelling-up White Paper

It was **resolved** to discuss the Levelling-up White Paper in April 2022.

21/167 To consider planning applications and any received following the issuing of the agenda

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

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	<p>that the amended plans were mostly in keeping with the policies as stated in the Appleby Neighbourhood Plan.</p> <p>The Chairman offered to co-ordinate a fuller response to the application, objecting as it did not fit in with the policies.</p> <p>IK to share a summary of the discussion with Councillors for comment before submitting them to North Lincolnshire Council's Planning Department.</p> <ul style="list-style-type: none"> PA/2022/470 Tree Felling Application at The Vicarage, 5 Paul Lane, Appleby, DN15 0AR <p>No comments will be submitted in favour or objecting to this application.</p> <p>No further planning applications had been received.</p>
21/168	<p>Code of Conduct</p> <p>Each Councillor and the Clerk signed a declaration form accepting North Lincolnshire Council, the principal authority's Code of Conduct.</p> <p>The Code of Conduct was <i>ratified</i>.</p>
21/169	<p>Policies</p> <p>Each Councillor and the Clerk signed a declaration form accepting the following policies:</p> <ul style="list-style-type: none"> Appleby Parish Council's Financial Regulations, Appleby Parish Council's Financial Risk Assessment, Appleby Parish Council's Data Protection / GDPR Policy, Appleby Parish Council's Safeguarding Adults Policy, Appleby Parish Council's Safeguarding Children Policy, Appleby Parish Council's Equality, Diversity and Inclusion Policy, Appleby Parish Council's Health and Safety Policy, Appleby Parish Council's Environment Policy. <p>The policies were all <i>ratified</i>. Further policies will be ratified in April at the next Parish Council meeting.</p>
21/170	<p>Emergency Plan</p> <p>The Clerk reported that he had managed to obtain the phone number of a local farmer, whose number had not been listed correctly in the confidential section of the Emergency Plan.</p> <p>The Clerk will upload the updated Emergency Plan to the Appleby Parish Council website in the next few days.</p>
21/171	<p>Boundaries Commission Recommendations</p> <p>The Clerk discussed the final recommendations for the 2023 Constituencies and Local Government Boundary changes.</p>

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	<p>The Appleby Parish will be moving from the North Lincolnshire ward of Broughton and Appleby to Burton-upon-Stather and Winterton, but where-as Burton-upon-Stather and Winterton will be transferring to the Scunthorpe County Constituency, Roxby and Appleby will be part of the newly named South Humber Constituency.</p> <p>While these changes may lead to confusion over who represents Appleby, these are the final proposals, and it was felt that it might not be effective to lobby to be in the same constituency as the rest of the ward.</p> <p>Resolved not to make any representations to either of the Boundary Commissions.</p>
21/172	<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) Statement on the war in Ukraine. <p>It was resolved not to endorse or reject the statement.</p>
21/173	<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"> • Worker’s Memorial Day event – Connect Church on Ashby Road, Scunthorpe at 10am on Thursday the 28th of April 2022. • ERNLLCA Training Calendar. • ERNLLCA STAR Council Awards Newsletter – nomination ends on the 27th of May 2022. • North Lincolnshire Council March 2022 meeting dates. • East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) newsletters. • National Local Area Councils (NLAC) newsletters. • Society of Local Council Clerks (SLCC) newsletters. • Rural Services Network newsletters. • Other newsletters / documents including from Voluntary Action North Lincolnshire (VANL), the Community Policing Team (CPT) and the Neighbourhood Watch (NHW) Team. <p>The Clerk advised that he had received a document of fundraising sources for Local Councils from Scribe (our accounts software provider).</p> <p>The Clerk further advised that he had received an e-mail from North Lincolnshire Council on the consultation / development of an Integrated Transport Strategy.</p> <p>The Clerk will forward the funding sources document and the Integrated Transport Strategy consultation e-mail on to Councillors for their information.</p>
21/174	<p>To receive an update on the outlying areas Santon:</p>

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- There have been more issues with people on motocross / scrambler bikes, motorbikes and quad bikes. It was suggested that the landowner / North Lincolnshire Council might be able to install a kissing gate to reduce the nuisance / anti-social behaviour.

Station area:

- Drainage water pouring off the field and coming up out of the drains had previously been reported to North Lincolnshire Council, this was due to be looked at, but it is still an issue.
- The footpath between the Appleby Station and Appleby village needs resurfacing; this was raised in July 2021. North Lincolnshire Council was going to appoint a contractor in August for this to be done. As yet, this has not been resurfaced.

JL will pursue these issues with North Lincolnshire Council's Highway's Department.

21/175 To receive and approve Financial Reports

The Clerk advised that the Chairman had paid the invoices and wages following the last meeting as, at that point, he did not have access to the bank accounts. However, the Clerk does now has log-on details for The Co-operative Bank, so he will be able to process payments going forward.

- To note the following payments that are due to be paid shortly
 - Ivor Keyes - Brigg Office Supplies – Stationery £6.86 – previous approved but unpaid by Brian Brookes, so IK paid in cash.

Proposed: Councillor Hall
Seconded: Councillor Biesty
Agreed: All Councillors

- Bank account balances:
 - Current account: £939.30
 - Reserve account: £12,118.92
 - Uncashed payments (10th of March 2022): £6.86.
- To consider the following quotes:
 - Internal Auditor: £365 for 2021-22 audit.
 - Instant Print: £354.00 – Parish newsletters.

Internal Auditor quote:

Proposed: Councillor Hall
Seconded: Councillor Wilson
Agreed: All Councillors

Instant Print quote:

Proposed: Councillor Biesty
Seconded: Councillor Hall
Agreed: All Councillors

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	<ul style="list-style-type: none"> To consider purchasing a Zoom Licence / Subscription for Hybrid meetings. Resolved that the Clerk will come to the April meeting with costings and options for one-off, monthly and annual plans. Spring in Bloom update. Bank Mandate update: <ul style="list-style-type: none"> Councillor's Keyes and Hall and the Clerk to Countersign Councillor Wilson's completed mandate form. <p>Councillors Keyes and Hall, as well as the Clerk, will need to sign Councillor Wilson's mandate form at the next meeting.</p>
21/176	<p>Village Hall update</p> <p>The Village Hall Trustees have instructed solicitors to approach the Estate with regard to extending the playground lease. There is no objection, in principle, from the Estate to the lease continuing.</p>
21/177	<p>Minor items</p> <p>The following minor items were discussed:</p> <ul style="list-style-type: none"> The gate at Saxby Bridge isn't wide enough for wheelchairs to get through it. Since early February, the railway bridge near Saxby has been closed, but the first sign is close to the bridge itself; further signs are needed, included in Appleby. Straw bales which are being stored on local farms and then transported elsewhere, are causing a lot of loose straw particles to scatter the roads around Appleby. There was a discussion about whether or not the cost of cleaning up the straw could be reclaimed from the power station or the transporter. <p>The Clerk will make enquiries about the gate at Saxby Bridge and additional signage advising of the bridge closure.</p> <p>The Clerk will also contact Brigg Town Council to obtain a quote for sweeping Church Lane, Carr Lane and Ermine Street.</p>
21/178	<p>Agenda Items for the next Parish Council meeting to be received by the Clerk no later than the 5th of April 2022</p> <ul style="list-style-type: none"> Suggestions for updates to the Appleby Parish Council website. Ratification of additional policies. Levelling-up White Paper. Devolution update. Village Hall. 20mph zones. Forward planning for the 17th of May and 21st of June meetings.
21/179	<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>

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	Councillor Lee left the meeting at this point.																
21/180	<p>Informal Audit The Clerk updated Councillors on an informal audit that he had been conducting on the accounts with the assistance of the Chairman.</p> <p>A couple of errors had been found. These will be rectified / resolved prior to the year-end Internal Audit.</p>																
21/181	<p>To approve the Clerk's salary and expenses for February 2022. The Clerk's salary for February 2022 is £187.92, with an income tax deduction of £37.40.</p> <p>His expenses were:</p> <table border="1"> <tr> <td>The 5th of February 2022 Plastic Document Wallets</td> <td style="text-align: right;">£2.50</td> </tr> <tr> <td>7th Feb 2022 Mileage: putting up posters re Casual Vacancy (AC), looking for a suitable site for the defibrillator in Santon, and meeting with Ivor re Agenda 26 miles @ £0.45</td> <td style="text-align: right;">£11.70</td> </tr> <tr> <td>10th Feb 2022 Mileage: putting up Agendas 19 @ £0.45</td> <td style="text-align: right;">£8.55</td> </tr> <tr> <td>15th Feb 2022 Mileage: attending PC meeting 14 @ £0.45</td> <td style="text-align: right;">£6.30</td> </tr> <tr> <td>17th Feb 2022 Mileage: taking down Agendas and photographing potholes 14 @ £0.45</td> <td style="text-align: right;">£6.30</td> </tr> <tr> <td>22nd Feb 2022 Mileage: putting up posters re Casual Vacancy (FM) 14 @ £0.45</td> <td style="text-align: right;">£6.30</td> </tr> <tr> <td>The 28th of February 2022 Working from Home Allowance</td> <td style="text-align: right;">£26.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£67.65</td> </tr> </table> <p>It was resolved to pay the salary and expenses.</p> <p>Proposed: Councillor Hall Seconded: Councillor Wilson Agreed: All Councillors</p>	The 5th of February 2022 Plastic Document Wallets	£2.50	7 th Feb 2022 Mileage: putting up posters re Casual Vacancy (AC), looking for a suitable site for the defibrillator in Santon, and meeting with Ivor re Agenda 26 miles @ £0.45	£11.70	10 th Feb 2022 Mileage: putting up Agendas 19 @ £0.45	£8.55	15 th Feb 2022 Mileage: attending PC meeting 14 @ £0.45	£6.30	17 th Feb 2022 Mileage: taking down Agendas and photographing potholes 14 @ £0.45	£6.30	22 nd Feb 2022 Mileage: putting up posters re Casual Vacancy (FM) 14 @ £0.45	£6.30	The 28th of February 2022 Working from Home Allowance	£26.00	Total	£67.65
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21/182	<p>To be updated on the 2021-2022 pay award and implementation for Appleby Parish Council The Clerk provided an update on the pay award, which was agreed upon at the beginning of March. This is being backdated to the 1st of April 2021; therefore, the previous Clerk will be owed back pay.</p> <p>The Clerk needs to contact Voluntary Action North Lincolnshire (VANL) to process this back pay and will then contact the previous Clerk to let her know the back payment is in hand.</p>																

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Back pay due is:
Previous Clerk: 84.9 hours
Michael Lewis: 41 hours.

It was **resolved** that the Clerk can contact VANL and the previous Clerk.

Proposed: Councillor Hall
Seconded: Councillor Biesty
Agreed: All Councillors

The meeting closed at 20:55

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