

## **Appleby Parish Council**

Minutes of the meeting of Appleby Parish Council, held on Tuesday, the 18<sup>th</sup> of July, 2023 at Appleby Village Hall.

**Meeting started at:** 19:04.

### **23/032 Record of Councillors, Guests and Speakers Who are In Attendance:**

Councillor Beisty  
Councillor Horsfield  
Councillor Langthorne

Michael Lewis, Parish Council Clerk, Responsible Financial Officer, and Proper Officer

There were two members of the public present.

### **23/033 Election of a Chair:**

Councillor Langthorne assumed the role of the Chairperson for this meeting.

**Proposed:** Councillor Beisty  
**Seconded:** Councillor Horsfield  
**In favour:** All Councillors.

**Resolved:** That Councillor Langthorne take the chair for this meeting.

Election of a Chair will remain as the first item on the agenda until a permanent Chairperson is elected using the text detailed below:

“To elect a Chair for the civic year 2023-24, in accordance with the Representation of the People Act, 1983 s39, the Local Government Act, 1972 s91 and the Local Government Act, 1972 ss15(4), (7), (8), and ss34(4), (7) and (8).”

### **23/034 Apologies for Absence:**

Apologies were received from, and noted as follows:

Councillor Hall  
Councillor Little  
Councillor Marshall

### **23/035 To Receive Declarations of Interest and Approve Any Dispensations Required:**

No Declarations of Interest received.

### **23/036 Public Participation:**

As one member of the public was a candidate for Co-option on to Appleby Parish Council (23/038) Councillors introduced themselves.

Andrea Bradshaw introduced herself.

A member of the public raised NLC planning application PA/2023/1026. Although the planning application is in the Winterton Town Council area, which means Appleby Parish Council are not Statutory Consultees, a discussion took place regarding the application.

The Clerk has received correspondence from several residents of Appleby prior to the meeting about this planning application.

Due to the controversial nature of the planning application and the fact that other local Town and Parish Councils had submitted responses when they were not Statutory Consultees it was decided that the clerk would write a response from Appleby Parish Council and circulate it later this evening, in time to upload to the NLC portal by 2pm on the 19<sup>th</sup> of July, 2023.

The consultee response from Appleby Parish Council would be an objection, based on the correspondence that the Clerk had received prior to the meeting.

**Resolved:** That the Clerk will respond on behalf of Appleby Parish Council, objecting to the planning application.

The Clerk will distribute a draft response to Councillors later this evening for approval.

**Proposed:** Councillor Langthorne

**Seconded:** Councillor Horsfield

**In favour:** All Councillors

### **23/037 To Receive and Approve the Minutes Of The Previous Meeting:**

The minutes were approved as an accurate record of the meeting held on Tuesday, the 13<sup>th</sup> of June, 2023.

**Proposed:** Councillor Horsfield

**Seconded:** Councillor Langthorne

Councillor Beisty abstained as he was not present at the previous meeting.

### **23/038 Co-option of a Councillor:**

As per item 23/036 Andrea Bradshaw has put herself forward for Co-option to the one remaining Casual Vacancy.

In accordance with the provisions of the Local Government Act 1972, the Representation of the people Acts 1983 s.36A and s.187, 1985 and 2000, and the Local Elections (Parishes and Communities) Rules 2006 (SI 2006 No 3305), the Clerk acting as the Proper Officer has ensured that Ms Bradshaw meets the qualification criteria as detailed in the Local Government Act 1972, sections, 79 to 82, 85, 92 and 104.

The Proper Officer additionally ensured that no disqualification criteria, as set out in section 4ZB of the Insolvency Act of 1986, Part III of the Representation of the People Act 1983, and the Local Government Act 1972 s.80, s.92 and s.104 apply.

Therefore, Andrea Bradshaw meets the qualification requirements and is duly Co-opted as a Councillor of Appleby Parish Council.

Appleby Parish Council now has a full complement of Councillors.

**23/039 Chairman's Report:**

Due to currently not having a permanent Chairperson, there was no Chairman's Report.

**23/040 Parish Clerk's Report:**

The Clerk presented his report.

The Parish Clerk's Report is uploaded to the website with these minutes.

**23/041 Report from North Lincolnshire Council Ward Councillors:**

There were no Ward Councillors present.

The Clerk will contact the Ward Councillors and Councillor Rob Waltham to try and ensure we have representation at the future Parish Council meetings.

**23/042 To Consider / Note Planning Applications:**

Councillors were asked to note that the following planning applications have been received:

- Notice of intention to fell a dead tree and undertake a crown reduction on two sycamores. <https://apps.northlincs.gov.uk/application/pa-2023-1107>.
- Notice of intention to fell a pine tree, within Appleby Conservation Area <https://apps.northlincs.gov.uk/application/pa-2023-1038>.

Councillors were further asked to note that Little Crow Solar Park has received final approval from the Secretary of State for Energy Security and Net Zero.

- <https://infrastructure.planninginspectorate.gov.uk/wpcontent/ipc/uploads/projects/EN010101/EN010101-000928-Little%20Crow%20Solar%20Park%20NMC%20Decision%20Letter%20%20June%202023.pdf>.

Councillors were asked to consider 'delegated authority' or a protocol for calling ad-hoc meetings for planning applications that need a response between Parish Council meetings, however, as only four Councillors were present, it was deemed appropriate to defer this to the next meeting.

In the meantime, the Clerk will distribute any planning applications by e-mail as is the current procedure.

**Resolved:** To defer discussion on delegated responsibility or ad-hoc planning meetings until the August 2022 meeting.

**Proposed:** Councillor Langthorne

**Seconded:** Councillor Horsfield

**In Favour:** All Councillors.

## **23/043 Parish Update:**

The Clerk provided the following updates:

**The Post Office** needs approximately 15 weekly transactions to be sustainable. Last week, which was not a Community Café morning had just two transactions.

There is no Post Office on the 26<sup>th</sup> of July as Beverley is getting married.

### **Appleby:**

**Potholes** – no update.

**Ermine Street Local Safety Scheme and Speeding** – A site meeting has been arranged for Monday, the 24<sup>th</sup> of July, 2023 at 11am on Ermine Street with NLC's Highways Department, to discuss the line painting / speed reduction scheme that was installed approximately six weeks ago. Parish and Ward Councillors have been invited.

The Clerk had circulated a report with the line marking plans and potential options for speed awareness signs – this will now be discussed, at a later date, following feedback from the site meeting on the 24<sup>th</sup> of July, 2023.

**Litter Pick** – the regular litter picks which have been organised by Anita and Ian Cross have now collected over 1,000 bags of litter, numerous tyres, car parts, furniture, etc, both within our parish and neighbouring parishes, since March of this year. Thank you to all residents who have taken part.

**Straw** – there has been an on-going issue with a overhanging tree, causing straw to spill on to Ermine Street and Beck Lane, when straw is being transported through the parish. Recently, four volunteers from the village cleared up one such deposit – multiple bags of straw were swept up. Additionally, the Clerk has asked NLC to do a road sweep of the affected area.

The Clerk also asked NLC's Tree's Officer to have a look into the case, they have asked Highways to deal with this.

### **Santon:**

**Potholes** – no update.

**Flytipping** – the Clerk recently reported a Builders' flytip in Santon, it was on the side of the road, just to the west of the County Turf junction, as did at least two separate residents. NLC have been out and cleared up the waste.

**Damaged planter** – I have received reports of a damaged planter in Santon, upon inspection, the join has failed on the corner closest to the road, there is a gap of around 3-4 inches where the compost can be seen.

We had budgeted to replace one planter in this financial year – this being the planter at the north end of the Appleby village – this planter is desperately in need of replacement.

The Clerk will audit all planters in the parish during the summer, so that funding can be allocated in the 2024-25 financial year to replace all damaged planters.

### **Appleby Station Area:**

**Potholes** – no update.

**Footpath and uncut verges** – the Clerk has received two complaints recently about the overgrown hedges, grass verges and poor state of the footpath in the Appleby Station Area. The footpath is due to be resurfaced this summer. The Clerk has reported the hedges and grass verges to NLC.

**Broadband** – no update.

**Clappgate:**

Nothing to update.

**23/044 Correspondence for Discussion or Decision:**

North Lincolnshire Council are holding the next Town and Parish Council Liaison Meeting at Church Square House on Tuesday, the 12<sup>th</sup> of September, 2023. Usually, these meetings are only open to the Chair and the Clerk, but in order to ensure as many Town and Parish Councils are represented at this meeting, NLC are opening it up to one or two representatives from each Council on this occasion.

The Clerk circulated the e-mail about this meeting to all Councillors on the 12<sup>th</sup> of July, 2023.

The Clerk will attend this meeting, but no decision was taken as who else will attend this meeting, due to the shortage of Councillors present at tonight's meeting.

**23/045 Correspondence for Information:**

In order to ensure Councillors are not overloaded with information, the Clerk stated that his proposal going forward is to only circulate information about local (North Lincolnshire) issues unless, something of significance / importance comes up.

**23/046 Responsible Financial Officer's Reports:**

Councillors were asked to note the contents of the Responsible Financial Officer's report, which was included with the agenda and is uploaded to the Appleby Parish Council website along with these minutes.

Councillors were asked to approve the following payments:

Michael Lewis – July 2023 Wages £203.80 \*  
HMRC – July 2023 Income Tax £50.80 \*  
Michael Lewis – June Expenses £91.55  
Sissons Gardening Services £464.20  
ERNLLCA – New Councillor Training £36.92  
VisionICT £182.86

\* Estimated figures – but the combined total will not exceed £254.60.

The Clerk wants to raise an issue about our website being none-secure, which is not a significant issue as we don't collect personal data via the website, but major search engines, have a pop-up that advise visitors to the website to leave, rather than to proceed to the main website, before making payment.

**Resolved:** That payments as detailed above be made.

**Proposed:** Councillor Beisty

**Seconded:** Councillor Horsfield

**In Favour:** All Councillors.

The Responsible Financial Officer has been in touch with the external auditor, due to the data loss on our accounting software, we have been given an extension until the end of July to submit our AGAR.

The Responsible Financial Officer has a further meeting tomorrow, attempting to recover lost data. Failing that, all income and expenditure will need to be re-entered into our accounts package.

Updating the bank mandate will be deferred until the August 2022 meeting.

**23/047 Proper Officer's Report:**

The Proper Officer briefly summarised the renewed bid for a Greater Lincolnshire Devolution agenda. The latest plan by Lincolnshire County, North Lincolnshire and North East Lincolnshire Councils, if approved would see elections to the post of directly-elected Mayor for Greater Lincolnshire in May, 2024.

The Proper Officer also explained about the new bus routes for the rural areas which were announced at the end of March. These bus routes are now operational, the Brigg to Barton route does not stop in Appleby, despite driving through the parish.

The Proper Officer will raise this with NLC, who will shortly be reviewing the trail routes.

The Proper Officer provided an update on the New Councillor Training that he attended last month. The presentation from the training has already been circulated.

Due to only 50% of Councillors being present a decision will be taken by e-mail about which Councillors will attend Standards Training with NLC on the 6<sup>th</sup> of September (online) or the 7<sup>th</sup> of September (in-person).

**23/048 Agenda Items for the next Parish Council Meeting:**

Items must be submitted to the Proper Officer no later than seven days prior to the next meeting of the parish council.

As the meeting is due on Tuesday, the 22<sup>nd</sup> of August, 2023, all agenda items must be with the Proper Officer by Tuesday, the 15<sup>th</sup> of August.

For information:

If a Parish Council meeting is held on a:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Items for the agenda must be submitted to the Proper Officer, no later than the previous:						

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
The agenda, minutes of the previous meeting and reports must be distributed and displayed no later than the preceding:						
Wednesday	Thursday	Friday	Friday or Saturday	Monday	Tuesday	
Sunday's, bank holiday's and national days of significance or mourning are not traditional Parish Council work days, therefore, meetings cannot be held on these days and agendas cannot be distributed on these days.						
These days, also do not count in the three clear days period for which agendas must be displayed. Clear days are the days in between distributing the agenda and the meeting taking place.						

**23/049 To Consider Revising The Cycle Of Parish Council Meetings:**

Deferred to August.

**23/050 The Next Meeting Will Be Held On:**

Tuesday, the 22<sup>nd</sup> of August, 2023 at 7pm at Appleby Village Hall.

**23/051 Dates of the 2024 Annual Parish Meeting and Annual Parish Council Meeting:**

Annual Parish Meeting: Tuesday, the 14<sup>th</sup> of May, 2024 at 6:30pm.

Annual Parish Council Meeting: Tuesday, the 14<sup>th</sup> of May, 2023 at 7:00pm.

**23/052 Exclusion of the Press and Public:**

**23/053 Confidential Discussion:**

The Clerk led a confidential discussion about buildings of Town Scape Merit. Essentially, if a building is not a building of Town Scape Merit, they DO NOT need planning permission to change windows or doors, as long as they are replaced with a sympathetic alternative.

**Meeting concluded at: 21:00**