

**Minutes of the Appleby Parish Council Meeting held on  
17 April, 2018 at 7.00 pm in the Appleby Village Hall.**

**Present:**

Councillor I Keyes (Chair), Councillor P Johnson, Councillor L Wilson, Councillor D Hall, Councillor A Coulton, Councillor T Beisty, Ward Councillor H Mumby-Croft and Ward Councillor I Glover . The Parish Clerk Mrs L Watson and 2 members of the public were also present.

**18/054 Apologies for absence.** , Councillor R Wilson (Deputy Chair), Councillor I Hook

**18/055 Declaration of Interest and consideration for dispensations.**

There were no declarations of interest

**Standing orders were suspended at 7.02pm to allow presentation and public participation**

**18/056 Public Participation**

A resident requested that the parish council acknowledge the loss of a resident of the village. Chair to send card to the family.

A resident requested an update regarding the 55 bus service. The clerk advised that an email had been received from the Transport Manager at North Lincolnshire Council stating that the Council would be supporting the CallConnect service in the area and were looking at a fixed route on a Friday into Scunthorpe. The school 55 service would still be operating.

**Standing orders were reconvened at 7.05pm**

**18/057 To receive minutes of the Parish Council Meetings held in March, for approval.**

- a) The minutes of the parish council meeting held on 20 March 2018 were approved as a true record.

**Proposed:** proposed by Councillor Wilson, seconded by Councillor Johnson.

**Agreed:** All councillors present.

**18/058 Matters arising from those minutes.**

Item 18/040 relating to the mobile post office. The Chair advised that the response from the PO was that there were no plans to increase the provision as it would not be commercially viable.

Item 18/40 relating to the playground. Councillor Johnson advised that another roll of fencing material had been needed to complete the repairs. He thanked Mr Horsfield for his aid with this. The Parish Council thanked Councillor Johnson for dealing with the issue.

The kickboard repair is still outstanding. The clerk had contacted Wicksteed but had not received a response.

**Action:** Clerk to follow up.

**18/059 Financial Reports.**

- a) The balance for the Direct Plus account is £1,402.45 to date.  
The balance for the Reserve account is £2,593.29 to date  
Year end accounts were with VANL for checking. It appeared that there had been a 2% pay increase for Local Authority staff. Clerk to check to see if this also applied to Parish Clerks.

**Action:** Clerk to follow up.

**Actions**

Chair to send card

Clerk to follow up

Clerk to follow up

Clerk to clarify

b) Accounts presented for approval and payment:

Cheque	Item	Amount
SO	Salary for Clerk – April	£115.87
500750	Paul Johnson playground repair fencing	£62.31
500751	HMRC tax – April	£29.00
500752	ERNLLCA/NALC membership 2018/19	£294.37
500753	VANL membership 2018/19	£20.00

**Proposed:** Cllr Coulson, seconded Cllr Hall

**Agreed: by all Councillors present**

c) Two provisional amounts had been allocated for any unexpected Neighbourhood Plan invoices. This was not required.

**18/ 060 To receive an update on the Neighbourhood Plan**

Comments received after the consultation days had been dealt with. The next step was to produce the condition statement and consultation statement. These would go to North Lincolnshire Council and unless the inspector requires any amendments the Neighbourhood Plan would be completed. North Lincolnshire Council would arrange the referendum which would include a reminder of what it was about. If a leaflet was required this cost could be covered by the monies allocated by the precept. There should be no further consultation costs. The unused monies of £857.90 was returned by BACS to Groundworks. Should it be necessary there is further grant money that can be applied for.

**18/061 Update and information on parish**

**a) Road Maintenance** – Works had started on Risby Road.

Complaints had been received about damage to the road surface at Beck Lane and School Lane. Details of these and the condition of the footpath on Risby Road had been passed to the Ward Officer. The Ward Officer agreed that the timing of the resurfacing had been wrong and this work would be redone. He would follow up on the footpath issue.

**b) Santon- HGV's, potholes & footpaths** –there is a meeting scheduled for next week to discuss the issues. The police have no jurisdiction to combat speeding in this area. The APNR and gates have been removed from Dawes Lane.

**c) Village signs** – Councillor Hook had emailed all required details to the Ward Councillors

**d) Notice board** Two quotes had been received, one to move the notice board and the other to move and refurbish it. The notice board will be moved from its existing site, refurbished and repositioned at the village hall. The supporting poles to also be removed.

**Action:** Councillor Keyes to contact provider of notice board requesting removal and refurbishment.

**Proposed:** Councillor Wilson, seconded Councillor Johnson

**Agreed:** by all present

**e) Broughton & Appleby regeneration** – Councillor Keyes had provided information on the village finger signs to the Ward Councillors. The next meeting is scheduled for Thursday 19 April. Santon have put forward the suggestion of a park for children. There are 14 children in the area.

**Actions**

Cllr Keyes to contact

## 18/062 Community Services

North Lincolnshire Council are proposing that Town and Parish Councils take over some of the services that they provide. Councillor Keyes and the clerk attended a meeting on 9 April to find out more:

- a) The repair and maintenance of public rights of way, bridleways and public footpaths. These are shown on a definitive map. To add others, ie a circular walk within Appleby parish, contact should be made with the landowners. There are defined standards for the footpaths and bridleways and there are preferred suppliers for these works.
- b) Verge cutting. North Lincolnshire Council can provide a map and bill of quantities for information. There is a pilot scheme taking place at present. North Lincolnshire Council would keep the liability but with agreement with the parish council. There is a financial risk to the parish that would need to be advised to the insurers and may affect the premium.
- c) Were there any other assets that the parish council think they should take on?

A discussion took place regarding the above with questions being asked as to:

- How will this benefit the parish?
- Although there is an offer of a grant from the Local Authority towards this, how long would this continue? The grant suggested was on a per metre basis.
- Who would be responsible for the administration of the process? It is a lot of extra work for the clerk and particularly the councillors who are all volunteers.
- Would the precept have to increase to cover the extra costs?

**Action:** clerk to follow the progress of the pilot and to request further information from North Lincolnshire Council. Clerk to request the relevant officers attend a meeting to discuss the proposal.

**Proposed:** Councillor Coulton, seconded by Councillor Beisty

**Agreed:** by all councillors' present

Councillor Keyes advised that a resident of Santon had complained that another resident had taken a horse along a public footpath. The definitive map of the paths shows them as both public footpaths and bridleways. The horse rider must have permission from the landowner to take horses onto a public footpath.

## 18/063 General Data Protection Regulation (GDPR)

- a) Councillors were advised that a separate email should be set up for use just for parish council items. A layout had been suggested and agreed at the previous meeting. It was suggested that where emails to multiple people were required that the BCC section was used. This would keep data secure.
- b) A privacy statement was required whenever personal data was collected. A form to be prepared for the councillors to complete agreeing the information to be displayed on the parish council website. ERNLLCA were providing guidelines for privacy notices for emails, websites, contact forms etc
- c) There is a lot of documents relating to the parish council stored at the village hall. These need to be sorted to ensure that there is no personal data held there. Most of the information is minutes of meetings and these provide historical details and should be kept. Information to be disposed of would need to be done through a secure management system.

**Action:** Councillor Keyes and Councillor Johnson to assess stored documents.

### Actions

Clerk to gather information and request a visit from NLC officers

All councillors

Clerk to prepare form

Cllrs Keyes & Johnson to assess stored documents

**18/064 To receive and consider Planning Matters**

- a) **PA/2018/571** –37 School Lane, Appleby. Removal of Ash Tree.  
**Proposal:** to respond to application with no objection  
**Agreed:** by all councillors present
- b) **PA/2018/595** –37 School Lane, Appleby. Single storey extension.  
**Proposal:** to respond to application with no objection  
**Agreed:** by all councillors present
- c) **PA/2017/1879** –Carpenters Lodge, Ermine Street, Appleby. Change of use of outbuilding to rented accommodation  
**Proposal:** to respond to application with no objection  
**Agreed:** by all councillors present
- d) **PA/2018/616** –18 High Santon Villas, Dawes Lane, Santon. Erect detached garage.  
**Proposal:** to respond to application with no objection  
**Agreed:** by all councillors present

**18/065 To receive and consider Correspondence.**

- a. Speed limit review: Castlethorpe bends was to be amended to 40mph. Could Ermine Street be 50mph all the way through to the Station Area – clerk to respond to North Lincolnshire Council

**18/066 To consider North Lincolnshire Ward Councillor reports.**

Nothing to report.

**18/067 Complaints, suggestions and matters for the press.**

- a) The frequency of the parish meetings was queried and the minute book was used to advise the number of meetings held over the last 2 years.

**18/068 Confirmation of date and time of next meeting.**

The date of the next meeting is scheduled for **22 May 2018**. The Annual Parish Meeting to commence at 6.30pm and the Parish Council Meeting to commence at 7pm.

Further meeting dates were set for **Monday 23 July** and **Tuesday 21 August**. Both at the village hall at 7pm.

**Agreed:** by all Councillors present.

**There being no further items the Chair thanked everyone for attending and the meeting closed at 8.30pm.**

**Actions**

Clerk to respond to NLC

All councillors