**Dear Councillor,**

**You are hereby summoned to attend the annual meeting of Appleby Parish Council on MONDAY, the 19th of May, 2025, starting at 7:00pm in the Appleby Village Hall.**

**In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting and may only participate during agenda item 23/103 ‘Public Participation.**’

**Recording at Council Meetings is allowed with the full knowledge of the Chairman of the meeting and must be conducted openly.**

# *Hannah Hepworth*

**Proper Officer**

**Distribution list:**

Parish Councillors

Ward Councillors – Burton-upon-Stather and Winterton

Parish Council website

Village Hall and Parish Noticeboards

**Date of issue:**

Wedneday the 14th of May 2025

**AGENDA**

**2505/1` Record Of Councillors, Guests And Speakers Who Are In Attendance:**

To record the names of Parish Councillors, Ward Councillors and any guests or speakers who are in attendance.

To record the number of members of the public that are present.

**2505/2 Apologies For Absence**

To receive and note apologies.

To approve prescribed absences *as defined in the Local Government Act, 1972 s85(1), (2) and (3)*.

**2505/3 To Receive Declarations Of Interest And Approve Any Dispensations Required**

To record declarations of interest by any member of the Council in respect of the agenda items listed below.

To note any dispensations given to any member of the Council in respect of the agenda items, *in line with Appleby PC’s Code of Conduct*.

**2505/4 Election of Chair**

To elect a chair for the forthcoming year

**2505/5 Election of Vice Chair**

To elect a vice chair for the forthcoming year

**2505/6 Delegation of responsibilities**

To elect representatives for the following

* 2 NLC representatives
* ERNLLCA representative
* NATs representative
* Personnel Committee
* Any other roles deemed appropriate

**2505/7 Public Participation**

To allow for members of the public to address the Council and for the Council to consider any points raised by members of the public.

A maximum of five minutes per speaker. As *per the Appelby PC Standing Orders*, the maximum time allowed will be 30 minutes.

**2505/8 To Receive and Approve the Minutes of the Previous Meetings**

To receive and accept the minutes of the Full Council meeting in April 2025

**2505/9 Parish Council Clerk’s / Proper Officer Report**

To receive a report on activities undertaken by the Parish Council Clerk on behalf of Appleby Parish Council.

**2505/10 North Lincolnshire Council Ward Councillor’s Report**

To receive an update on the work of North Lincolnshire Council Ward Councillors work and a general update on the wider work of NLC.

**2505/11 To Consider / Note Planning Applications**

1. To discuss / note planning application PA/2025/327 Keb Cottage fence
2. To discuss / note planning application PA/2025/430 Beechcroft pruning

**2505/12 Parish Update**

To receive an update and details of any new issues at the following locations and agree any actions

1. **Parish-wide**
2. **Appleby**
3. **Appleby Station Area**
4. **Clappgate**
5. **Santon**

**2505/13 Correspondence for Discussion or Decision**

To receive any correspondence for discussion

**2505/14 Correspondence for Information**

To receive any correspondence for information

**2505/15 Responsible Financial Officer Reports**

1. To receive a report from the Responsible Financial Officer.
2. To approve payments as detailed within in the financial report.
3. To reconcile bank statements with year end
4. To receive the external audit
5. To agree the certificate of exemption
6. To agree / amend the asset register

**2505/16 Playground Inspection**

1. To discuss any initial success / concerns relating to the playground inspections

**2505/17 Agenda Items for next full Council meeting and date and time of future meetings**

1. To agree agenda items for the next meeting
2. To note the next Ordinary Parish Council meeting date