

MELSONBY PARISH COUNCIL RATIFIED MINUTES

THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 21st May 2025 at 6.30pm at St James Church Meeting Room

PRESENT: Cllr G Angus (GA), (Chair), Cllr V Elrington (VE) (Vice Chair), Cllr J Stansfield (JS), Cllr W Nixon (WN), Cllr T Henderson (TH), Cllr S Turner (ST).

In attendance: J Pears (Clerk), Andrew Wilson and residents.

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies		RESOLVED – Cllr B Bottle (BB), Cllr Angus Thompson (AT) – North Yorkshire Council (NYC) ACCEPTED.	
2.	Elections	Elections of Chairman and Vice Chairman Appointment of Responsible Financial Officer (RFO)	<p>I. ELECTION OF CHAIRMAN The Clerk called for nominations for Chairman. It was proposed by VE and seconded by TH that Councillor Angus be elected Chairman. All Councillors agreed that GA should continue his role as Chairman. Councillor Angus was elected Chairman.</p> <p>II. ELECTION OF VICE CHAIRMAN GA called for nominations for Vice Chairman. It was proposed by WN and seconded by GA that Councillor Elrington be elected Vice Chairman. Councillor Elrington was elected Vice Chairman.</p> <p>III. APPOINTMENT OF RFO Councillor Angus nominated Clerk to continue her role as RFO. All councillors agreed this. Jenny Pears was appointed RFO.</p>	Completed
3.	Annual Overview/Update	Chairman Annual Report Responsible Financial Report	RESOLVED – GA shared his annual report for 2024/25. He thanked the community, councillors and businesses who have supported and contributed to the work which has taken place over the last 12 months. RFO gave her report covering the finances for 2024/25. The reports are available to view on the website.	Completed
4.	Declarations of Interest		None.	
5.	Minutes of last meeting		RESOLVED - That the minutes of the meeting held on 19 th March 2025 are confirmed as a true record and signed by Chair.	Completed
6.	Police update	No police were present at the meeting.	RESOLVED - The April update was received and circulated prior to the meeting. This was posted on the website and Facebook page.	Completed
7.	Progress reports and updates since last meeting:			
7a.	NYC Councillor update	Update from Councillor Angus Thompson (AT).	RESOLVED – No update was received. AT gave his apologies; he is attending an extra ordinary meeting regarding the NYC home to school transportation policy.	Completed
7b.	Community Speed Watch (CSW) and VAS	Update.	RESOLVED – Andrew - CSW co-ordinator attended the meeting. He shared VAS data stats prior to the meeting. AT shared the information on wheelie bins stickers. Councillors agreed that they should be purchased and used on bins as you enter the village. AT will speak with the residents this will involve and order the stickers accordingly. Andrew asked if the Parish Council could contact local farms and ask them to ensure their tractor drivers are aware of the speed limits. ST raised that there are very few slow down signs with children playing around the village green. Could Clerk	Andrew

			contact Highways and ask for more signage on Moor Road and surrounding the village green. There is a sign at West Road but it is sited up high and not visible. There are vans parked in front of the VAS sign at Moor Road (Richmond end). This is interfering with VAS recording. There are a high number of vehicles coming through the village. Could Melsonby speak with other villages with B roads and compare figures of traffic travelling through their villages. Perhaps the figures could be combined to highlight the increase in traffic. WN suggested a traffic calming system should be in place. TH said that school parents have seen an increase in traffic coming into the village speeding.	Clerk Clerk
7c.	35 Church Row public footpath	Ongoing.	RESOLVED – WN shared some wording for signage to be placed in the burial ground. It has become prolific with dog walkers and dog mess. The community will be notified that there is not a footpath through the church. GA will speak to the church regarding this and signage will be displayed notifying all of the change. VE will get a quote From GCH for blocking up the route through the burial ground. It has been requested that the wire bin situated at NYC burial ground should be removed. It is filled with dog foul and the smell is awful. There are other bins to use, councillors agreed that this bin should be removed.	WN/GA Clerk
7d.	Meeting with Steve Barker NYC	Ongoing.	RESOLVED – No update has been received as of 21/5/25. Clerk will continue to follow up. Councillors met with Steve Barker and discussed a number of issues. GA has outlined all issues in an email following the meeting. Clerk received an update from Steve and shared this with councillors. GA did raise the issue of the leaking pipe with Steve and the ongoing issue of contractors filling the hole and not addressing the issue itself. It was noted that the gully down from the leak is blocked. Clerk will raise this with Steve.	Clerk/GA Completed
7e.	Play Park equipment repair		RESOLVED – Clerk instructed GCH to pressure wash the algae/moss areas. Councillors thought there were still some areas that needed cleaning. All work now completed.	Completed
7f.	Burial Ground Annual Review		RESOLVED - An annual review was carried out by VE/WN and Clerk. It was agreed that VE would speak with grass cutting contractor to back fill the grave stones that require remedial work. Signs will be erected that the area is a closed burial ground. GA will look into getting these. Clerk shared the current burial ground fees with all councillors. Clerk did a comparison of other Parish Council fees. GA shared further information and it was agreed the burial fees would remain the same and will be reviewed in 2025/26.	Clerk/VE/ WN Completed
7g.	Relocate the defib		RESOLVED – Councillors agreed that the defib should be moved to the new kiosk on the village green. This will be carried out as soon as possible. It was noted that children have been seen playing with the defib. Clerk will arrange for a sign to affix to the defib – ‘Do not play with it’. TH asked if the defib code should be taken from the front of the defib as it had been tampered with. Councillors voted and agreed that the code will remain as is. The incident was a one off. It was suggested that the defib has a lock alarm on it? GA will look into this.	GA/Clerk
7h.	Planters around the village		RESOLVED – All planters have now been covered but one planter still requires attention. Clerk will contact the resident who was going to cover this one to see if he is still able to help. The Moor Road planter has been repaired and planted. Clerk has invoice for top soil for the planters.	Clerk/GA

7i.	Planning Concerns		RESOLVED – The Parish Council has received an email from NYC planning agreeing to meet at Mercury House to discuss the issues. GA suggested that a representative from each Parish Council is invited to attend the meeting with NYC. Clerk will organise a pre meeting with all involved before meeting with planning at NYC. WN will represent Melsonby and Clerk will attend too. JS and ST attended the local update meeting online. It was an 86-page first draft document outlining the plan. ST will share the areas of interest on Facebook. JS asked if the current infrastructure would be taken into consideration before further developments are approved. JS didn't receive a direct answer to the question. NYC are looking for people's opinions and constraints on this.	Clerk/WN ST
7j.	Sports day 2025		RESOLVED – Clerk has requested that the grass is cut on the week leading up to the event and the clippings collected. Clerk has sorted insurance to cover the event insurance; the cost of the insurance was £94.00. The invoice for the hire of the toilets has been paid. The event is taking place on 28 th June 2025.	Completed
7k.	Bin on Village Green near quoits pitch		RESOLVED – Clerk shared a quote from NYC for a new bin to be installed as agreed on the Village Green near the quoits pitch. The cost would be £485+VAT. Councillors asked Clerk to see if the small bin opposite the defib could be replaced as it is damaged.	Clerk
7l.	Painting the benches		RESOLVED – JS said that the benches need painting again. WN will get a gallon of paint.	WN/JS
7m.	Van parked on the grass verge		RESOLVED – The van that was parked on the grass verge opposite the school has now moved. The verge has had some repairs and further repairs will be carried out. GA said there is a roller at Glebe Court if required.	Completed
7n.	Flag pole and flag update		RESOLVED – Following the results of the survey and further investigation Councillors agreed that the flag pole and flag will remain in place. No further action will be taken.	Completed
8.	Matters Arising	Matters arising since the last meeting.		
8a.	Removal of a rope		RESOLVED – The rope is no longer in the tree. No further action required. Completed	Completed
8b.	Rural Arts Menu 2025/26		RESOLVED – Councillors felt the cost were high and not something they would consider in 2025/25. Completed	Completed
8c.	Finger sign missing		RESOLVED – Finger sign is missing to the north of the school. Clerk has reported this.	Clerk
8d.	Build-up of algae in the Beck Work to the Beck		RESOLVED – The algae have gone. No further action required. Councillors did ask Clerk to contact resident to see if there had been progress with the work to Beck. It was recorded in the July 2024 minutes that work would be carried by the resident in Spring 2025 and an update from the residents would be provided.	Completed Clerk
8e.	Foot path gates		RESOLVED – An email had been received raising an issue of a padlocked gate. This isn't something the Parish Council can help with as it is on private land. The issue has been noted but no further action is required.	Completed
8f.	Speed Watch email		RESOLVED – An email has been received updating all on a speed watch initiative. Clerk has shared the information and Councillors are aware of it. No further action is required.	Completed
8g.	Defibrillator		RESOLVED – Covered in item 7g.	Completed
8h.	Wall behind the church		RESOLVED – The wall behind the church is in need of repair. This is a NYC wall. Clerk will raise the issue with them. TH will share photos of the wall with Clerk to pass on to NYC.	Clerk

9.	Finance	Clerk to provide budget report for year end 24/25. See agenda Appendix	<p>RESOLVED – Annual Governance and Audit Return (AGAR) 2024/25 has been completed. The AGAR was prepared by the Clerk, internal audit report was carried out by Bernadette Patchett and was agreed and signed by the Chair on 21th May 2025.</p> <p>I. To certify Melsonby Parish Council as exempt from external audit for fiscal year 2024/25</p> <p>II. To note the Annual Internal Audit Report for 2024/25 included at page 4 of the Annual Governance and Accountability Return 2024/25</p> <p>III. To approve Section 1 - Annual Governance Statement Governance and Accountability Return 2024/25</p> <p>IV. To approve Section 2 - Accounting Statements 2024/25 for Melsonby Parish Council on page 6 of the Annual Governance and Accountability Return 2024/2025</p> <p>V. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.</p> <p>RESOLVED - Clerk has shared the draft governance documents with councillors for their comment. The documents will be reviewed/approved at the July meeting. Clerk had shared a draft budget with councillors for 2025/26 prior to the meeting. The following payments were approved and cheques signed: GCH Garden Maintenance £354.00 March invoice and £708.00 April invoice, YLCA Annual membership 2025/26 £340.00, NYC Agricultural rent 2025/26 £681.07. TVGW – Top soil for planters £51.00, Border Group – Toilet hire £228.00, Event insurance – Sports day £94.00, PC expenses £41.49 and NRCP £72.00.</p>	Completed Completed Clerk
10.	Planning Applications	As per appendix.	<p>RESOLVED – The applications received had been circulated and reviewed prior to the meeting. Clerk noted that a decision notice had been received since circulating the agenda.</p> <p>16/00/00255/FULL - 3 West Road has been granted. TPO order 2025 had been received, it had been circulated to councillors by email prior to the meeting. This was information and no further action required.</p> <p>WN and GA met with Westgarth's regarding Western House. Westgarth's will only build if they are requested to. They are also applying to the post office for their own postcode. Currently the postcode takes you to houses in the village and not directly to Western House.</p>	Completed Completed
11.	Correspondence	Correspondence received and dealt with by Clerk since last meeting.	RESOLVED – Correspondence as per appendix.	Completed
12.	Any other business		RESOLVED – Clerk asked that the commercial waste fee is to be paid by DD. Councillors agreed and signed the mandate. Clerk will post to NYC. There are trees on West Road with a TPO that need maintaining. Clerk to contact the resident as they have a duty of care to maintain the trees.	Clerk Clerk

			TH asked if the kiosk on the village green could have an electric 50m cable with plugs, to be kept inside the kiosk. Councillors agreed a purchase up to £200. GA will look into it.	GA
13.	Public participation	Opportunity for residents to bring matters to the attention of the Parish Council.	RESOLVED – None.	
14.	Items for future agenda	Opportunity for Councillors to bring up items to be included in next meeting's agenda.	RESOLVED – Councillors agreed that a community newsletter/update would be produced and circulated at the July meeting. It would be the same format as last year's newsletter. Parish Council insurance is due for renewal in September. Clerk to get quotes.	Clerk/JS Clerk
15.	Date of next meeting		The next meeting will be the Ordinary General Meeting on 23rd July 2025 at 6.30pm in St James Church Meeting room.	
Meeting ended at 7.56pm				