

MELSONBY PARISH COUNCIL RATIFIED MINUTES

THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 1st October 2025 at 6.30pm at St James Church Meeting Room

PRESENT: Cllr G Angus (GA), (Chair), Cllr V Elrington (VE) (Vice Chair), Cllr T Henderson (TH), Cllr B Bottle (BB), Cllr S Turner (ST,) Cllr W Nixon (WN), Cllr J Stansfield (JS)
In attendance: J Pears (Clerk) and residents.

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies		RESOLVED –Cllr Angus Thompson (AT) – North Yorkshire Council (NYC) ACCEPTED .	
2.	Declarations of Interest		RESOLVED – Cllr G Angus (GA) and Cllr V Elrington (VE) declared their interest in item 7. Cllr W Nixon (WN) chaired item 7, GA and VE observed at that point.	Completed
3.	Minutes of last meeting		RESOLVED - That the minutes of the meeting held on 16 th July 2025 are confirmed as a true record and signed by Chair.	Completed
4.	Progress reports and updates since last meeting:			
4a.	NYC Councillor update	Update from Councillor Angus Thompson (AT).	RESOLVED – No update was received.	Completed
4b.	Community Speed Watch (CSW) and VAS	Update.	RESOLVED – Andrew - CSW co-ordinator attended the meeting. Andrew shared that all bin stickers have been used. Clerk has contacted Highways to raise a request for additional signage on Moor Road and surrounding the village green. Highways have agreed that additional signage is required and have given a timeframe of 6 weeks. They still had approximately 4 weeks to carry this out. Andrew raised concerns of tractors exceeding the speed limit. Clerk will write to farmers. Andrew had emailed the police contact to request a 25mph restriction. Andrew shared the VAS and speed watch data. East Road had 29,000 vehicles out of 65,000 from the August data. Andrew asked if he could upload the data to the website to ensure it is kept up to date. Clerk will contact Andrew to do this. Andrew spoke about 20's plenty. Councillors agreed that 20mph should be introduced outside the school and perhaps other areas in the village. ST will raise this as he is already communicating with him on other speeding issues raised and traffic calming measures.	Highways/ Clerk Clerk/ Andrew ST
4c.	35 Church Row public footpath	Ongoing.	RESOLVED – Westgarth's and the resident of 35 Church Row have agreed to the permissive footpath. Westgarth's will pay for the work to be carried out. GA will ask the resident to sign an agreement. Once signed work can commence. The Parish Council still need to carry out some remedial work. GA will get a quote for works to be carried out. A quote has been sought from GCH.	WN/GA
4d.	Meeting with Steve Barker NYC	Ongoing.	RESOLVED – An update was received on 17 th July. This was shared with Councillors. A number of the items are ongoing. Clerk will continue to follow up on this. GA asked if the issue of the willow tree in item 5k could be raised with Steve Barker and included in the list of items that are ongoing. The additional street light request and clearing the beck (covered in item 9) should also be included in the list to Steve Barker.	Clerk/GA

4e.	Burial Ground Annual Review		RESOLVED – The grass cutting contractor has quoted to back fill the grave stones that require remedial work. Signs are still to be erected in closed burial ground area. GA is looking to get a quote from a grounds work contractor in the village.	Clerk/VE/ WN GA
4f.	Relocate the defib		RESOLVED –A sign has been purchased and will be fixed to the kiosk.	Completed
4g.	Planters around the village		RESOLVED – The remaining planter is being maintained by Thorpe Farm. Clerk will check if the volunteer is able to maintain the planters on East Road.	Clerk
4h.	Planning Concerns		RESOLVED – Clerk had contacted AT to assist in arranging a meeting with planning. AT has shared there is a national shortage of planning officers and NYC planning are under resourced. Councillors agreed that the Clerk should contact the chair of the planning committee as a meeting is still required.	Clerk
4i.	Bin on Village Green near quoits pitch		RESOLVED – NYC have replaced a bin on the village green with a larger bin. Councillors have agreed that this will be sufficient and can be used by the quoits pitch.	Completed
4j.	Finger sign missing		RESOLVED – Finger sign is missing to the north of the school. Clerk has reported this. Councillors will check if this has been replaced.	Clerk
4k.	Wall behind the church		RESOLVED – The wall behind the church is in need of repair. Clerk has raised the issue with NYC and shared photographs. NYC have confirmed the photographs are helpful however they would not carry out a desktop assessment and will visit the site when in the area. Clerk will follow this up.	Clerk
4l.	Community newsletter/update		RESOLVED – This is ready to print. GA agreed to print the newsletters and pass to JS for distribution. Councillors agreed the cost to purchase the printer paper, it was estimated that 300 copies should be printed. GA will arrange the print.	JS/GA
4m.	Road Safety Advice Surgery on 3 rd July 2025		RESOLVED – JS and ST attended this with the Deputy Mayor. They raised the concerns of the amount of traffic through Melsonby. They asked for speed restraint measures to be put in place. The Deputy Mayor agreed and will speak to Highways and ask why this has been rejected previously. ST hadn't received an update after following up on his since the meeting. ST will follow up again and cc Councillor Angus Thompson into the email.	ST/JS
4n.	NYC Play Park Inspection Report from April to July 2025		RESOLVED - Clerk shared that there is a change in the frequency of the play park inspections carried out by NYC. They will now be monthly not weekly as previously carried out. Clerk confirmed that the Parish Council insurance requires weekly visual inspections. These can be carried out by a councillor and a simple record should be kept. Councillors agreed to cancel the monthly inspections. Clerk will contact NYC. Clerk noted that the annual inspection can be carried out by another provider next year and if booked a month prior to the inspection's the cost would be significantly reduced. Clerk ensure this is sorted for next year. A spring has gone in the gate to the entrance of Moor Road play park. WN agreed to look at this	Clerk/TH/ GA WN
4o.	Play Park bench and fence		RESOLVED - The benches in Moor Road Play Park need to be removed/replaced. TH asked that the fence is repaired as you can get access to the quarry site behind. It is quite drop and there are concerns of the safety of the children using this. GA/TH will have a look at this. Clerk has contacted Broadacres to share the concerns. They asked if a photo of the damaged fence could be sent to them. Clerk noted that a composite picnic bench would costs approximately £480 plus VAT.	WN/GA

4p.	Bank Accounts		RESOLVED – Clerk has spoken to the bank and confirmed that the signatories on the accounts are the Chair and Vice Chair. Clerk can arrange to get access to the accounts with a signed letter from both signatories. It was agreed that this will be discussed further at the November meeting.	Future agenda item
4q.	Display Boards		RESOLVED - BB asked if the Parish Council could help with purchasing some lightweight display boards. Clerk contacted NYC and they had some they could offer on a long term long. GA arranged for these to be collected.	Completed
4r.	Additional 7.5 tonne sign		RESOLVED - It was requested that a second 7.5 tonne weight limit sign is displayed. Traffic intended for Western House Business Park is coming through the village. Clerk raised this with Highways and they responded - <i>Just to confirm that the prevailing 'Prohibition of Heavy Commercial Vehicles In Excess Of 7.5 Tonnes' applies on the roads in Melsonby and Aldbrough St John bounded by the A66, B6724 and B6275. The restriction has an accompanying 'Except For Access' exemption which unfortunately means that as things stand an otherwise prohibited vehicle having just cause to be within the prohibited area can enter it by any route.</i>	Completed
4s.	Redundant lamp post		RESOLVED - There is redundant lamppost on High Row that needs removing. It is dangerous and has sharp rusty edges exposed. Clerk has shared the photographs of the lamppost with Highways. This hadn't been removed at the time of the meeting – Clerk will follow this up. JS raised that there was another redundant lamp post on the cross roads. Clerk asked if she could have the number on the lamp post or a photograph. This can be raised as an issue with NYC.	Clerk
5.	Matters Arising	Matters arising since the last meeting.		
5a.	Best Kept Village Competition Results		RESOLVED – The results have been shared via email and on the Parish Council website and Facebook page. It was agreed that the certificate and trophy should be displayed on the noticeboard.	Completed
5b.	Clerk Salary		RESOLVED – The National Associations of Local Councils have shared their guidance on the annual salary increments for Clerks. It will be an additional £11 per month. Clerk will arrange for the bank standing order amendment to be signed by Chair and Vice Chair.	Clerk
5c.	Water Leak email		RESOLVED – An email was received from a resident requesting that the contact details for a water leak is clarified. The resident felt there could be confusion. Clerk posted the information on Facebook	Completed
5d.	National Highways update		RESOLVED – An update from National Highways was received regarding the A66 Northern Trans Pennine project. This was shared on Facebook and website with the community.	Completed
5e.	Help shape the Fire and Rescue Services new Community Risk Management Plan		RESOLVED –Councillors agreed no further action is required. A previous Councillor had spent a lot of time on a risk management plan. Councillors agreed that in an emergency the lead would be taken by the relevant emergency services.	Completed
5f.	Melsonby Parish Village Show Results		RESOLVED – The results had been shared on website as requested.	Completed
5g.	TPO and boundaries email received		RESOLVED – An email had been received and shared with councillors for comment. This was 2025/10/TPO Provisional Tree Preservation Order at Wharton Farm House.	Clerk/ Councillors
5h.	Melsonby Tidy Garden Competition		RESOLVED – The results had been shared on Facebook and website.	Completed

5i.	Parish Precept Arrangements 2026/27		RESOLVED – Clerk shared the email with councillors. The precept application for 2026/27 needs to be completed before 31 st December 2025. BB will look at the figures and further information from NYC should be available in November. Clerk will share this with BB as soon as it received.	Clerk/BB
5j.	Sewage reported on 12/8/25		RESOLVED – A sewage incident that took place on 11/8/25 was raised and recorded by the Clerk. Clerk contacted Northumbrian Water with the information and shared photographs taken by residents.	Completed
5k.	Willow Tree on the Corner of St James Close and Moor Road		RESOLVED – The willow tree is in need of remedial work. They are concerns that the tree will cause damage if remedial work is not carried out asap. Clerk has raised this with NYC. NYC have responded to say that they are not responsible for the issue. Councillors have confirmed that the house is a housing association property and its NYC's responsibility. Clerk will respond to NYC.	Clerk
5l.	AGAR Assertion 10		RESOLVED – For the Parish Council to be compliant when submitting the 2026/27 AGAR they are required to have gov.uk email addresses for the Clerk and Councillors. The website will require a gov.uk domain name. Clerk does have some costs and will look into this further. Councillors agreed that providing the costs is under £150 the Clerk can proceed. Clerk has asked if JS can assist with this. Clerk said that the website will need to reviewed and ensure it is compliant.	Clerk/JS
5m.	Rabbit Burrows on Moor Road play park		RESOLVED – BB raised an issue of rabbit burrows on the play park. The allotments are also having an issue. BB will speak with someone who may be able to help. GA suggested getting a cost.	BB
5n.	Melsonby Parish Village Show baking competition		RESOLVED – The competition is taking place on 18 th October. Clerk has shared the information on the website. All profits will be donated to Richmond Food Bank.	Completed
5o.	Resurfacing road at St James Close		RESOLVED – Clerk raised an issue of the resurfacing at St James Close. Loose surfacing has been left and low areas have been left outside 10 and 12 St James Close leading to puddles following rain after they had completed. No response has been received – Clerk will follow this up.	Clerk
5p.	Gov.uk email addresses and domain name		RESOLVED – Covered in item 5l.	Completed
5q.	Calendar from the Parish Village photography competition		RESOLVED – The Parish Council have agreed to pay £942 to fund the cost of producing the calendars. This will be paid back to the Parish Council once the calendars are sold. Clerk will write a cheque for signing.	Completed
5r.	2025/10/TPO Provisional Tree Preservation Order at Wharton Farm House		RESOLVED – Covered in item 5g.	Completed
6.	Finance	Clerk to provide budget report up to 24 th June 2025 See agenda Appendix	RESOLVED - Clerk had shared the financials including the budget, income and expenditure up to 24 th August 2025 with councillors prior to the meeting. Councillors had previously reviewed and approved the mandatory policies and procedures. These were Standing Orders, Risk Assessment, Financial Regulations, Code of Conduct. The following payments were approved and cheques signed: GCH Garden Maintenance £708.00 July invoice and £708.00 August invoice, engraving fee for Parish Village Show £24, NRCP printing £144.00, Sign for defib £49.48. Clerk noted that the 2 nd half of the precept had been received £6250.00 Clerk has received the documentation that was held by the bank. The bank no longer holds onto Records. Clerk will keep the documentation with archived AGAR records.	Completed Completed Completed

7.	Planning Applications	As per appendix.	RESOLVED – Residents attended the meeting on behalf of the applicant in relation to planning application - ZD25/00451/FULL. A letter was read out to the Parish Council from the applicant. Councillors discussed the planning process and the role of the Parish Council. WN chaired the Discussion as both VE and GA had declared an interest. Councillors agreed that they have no objection to the application. They did discuss that they would like consideration given to the waterflow through the development. They asked if the hedges and trees could be maintained sympathetically. It was suggested that an onsite visit is arranged with the applicant and councillors welcomed this. It was agreed that all councillors could attend however could there be an impartial representative there. BB will attend, WN and TH said they too would like to attend. Clerk will contact the applicant to arrange a date. Clerk will feedback the discussion with planning at NYC.	Clerk/ Councillors
8.	Correspondence	Correspondence received and dealt with by Clerk since last meeting.	RESOLVED – Correspondence as per appendix. Clerk did ask if Councillors would like to attend a Parish liaison meeting. It is an opportunity for Councillors and Clerks to raise any issues with NYC. They take place at various locations. The dates shared were not suitable but NW and Clerk would attend a surgery and raise the issue around planning. Clerk will look at future dates.	Clerk/NW
9.	Any other business		RESOLVED – TH asked if the Parish Council agree for her to purchase the selection boxes for the Christmas eve event as they have done in previous years. All agreed to the purchase. It was discussed and agreed that lights would be installed lighting the path down to the church. Clerk contacted NYC as they are 2 areas that require lighting. The areas are: The bridge down from the church (rectory) near 35 Church Row and Aldbrough St John Road (west side) opposite Swire way entrance. Ga asked that this added to the list for Steve Barker – Item 4d. The beck beyond Layton Farm needs to be cleared. GA asked Clerk to raise this with Highways and add to the list - item 4d. The Parish magazine is looking for a new treasurer. Clerk will share the vacancy in the newsletter.	TH Clerk Clerk Clerk/ Newsletter
10.	Public participation	Opportunity for residents to bring matters to the attention of the Parish Council.	RESOLVED – None.	
11.	Items for future agenda	Opportunity for Councillors to bring up items to be included in next meeting's agenda.	RESOLVED – None.	
12.	Date of next meeting		The next meeting will be the Ordinary General Meeting on 19th November 2025 at 6.30pm in St James Church Meeting room.	
Meeting ended at 8.57pm				