

MELSONBY PARISH COUNCIL DRAFT MINUTES

THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 21st January 2026 at 6.30pm at St James Church Meeting Room

PRESENT: Cllr W Nixon (WN) - Chair, Cllr B Bottle (BB), Cllr J Stansfield (JS), Cllr S Turner (ST).

In attendance: J Pears (Clerk) and resident.

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies		RESOLVED – Cllr G Angus (GA), Cllr V Elrington (VE), Cllr T Henderson (TH) and Cllr Angus Thompson (AT) – North Yorkshire Council (NYC) - ACCEPTED.	Completed
2.	Declarations of Interest		RESOLVED – None.	Completed
3.	Minutes of last meeting		RESOLVED - That the minutes of the meeting held on 19 th November 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.	Completed
4b.	Community Speed Watch (CSW) and VAS	Update.	RESOLVED – Andrew - CSW co-ordinator was unable to attend the meeting. He had shared the VAS and speed watch data by email. He has asked if the VAS signs could be turned/moved. Councillors agreed the go ahead. Clerk will let Andrew know by email. They all agreed that Andrew is doing a fantastic job and his support it very much appreciated.	Clerk
4c.	35 Church Row public footpath	Ongoing.	RESOLVED – An agreement has been signed and work can commence. The Parish Council met with Westgarth's; they have agreed to pay for the footpath work and will start end of Jan/Feb.	WN/GA/ Clerk
4d.	Meeting with Steve Barker NYC	Ongoing.	RESOLVED – Clerk confirmed that Steve Barker has retired. Clerk has been unable to get an update from Highways. Can AT assist in ensuring the outstanding issues are progressed and a new point of contact now Steve Barker has retired is established.	Clerk/AT
4e.	Parish Council Burial Ground Annual Review Wall Behind the Church in NYC burial ground		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. A 2nd quote had been received. Councillors require a 3 rd quote, if possible before making a decision. Additional remedial work needs to be undertaken by the Parish Council. Clerk will contact D Chapman. Clerk gave an update on the wall behind the church – NYC would like to fence the area off until work can be carried out in the spring/summer. This was emailed in October 2025, as yet nothing further has been done. Clerk will ask for an update.	Councillors/Clerk Clerk
4f.	Planters around the village		RESOLVED – No update will carry forward to March meeting. GA suggested that Gardenling Thorpe Farm maintain the remaining planters. Cllrs agreed that this was a good idea. GA will contact them.	GA
4g.	Planning Concerns		RESOLVED – WN and Clerk met with planning on 20 th November 2025. Fiona clarified the planning department structure and they currently have 2 vacancies within the Richmondshire area, these	Completed

			are being filled and the team should be at full capacity. They are working on having one planning system for all areas under the unitary authority however this could take up to 5 years to complete. Currently they input information manually on the relevant systems which can take time They are limited within their principles when considering planning applications. They do consider and create a report based on all observations from the Parish Council and on the planning portal. All feedback from the report is uploaded to the planning portal for all to view. This is where the Parish Council and public should be looking for feedback on the observations/comments raised for consideration. Bill and the Clerk had no idea this was available to view. Clerk did share that she had looked at the report and it is a vague and doesn't include the detail or information raised by the Parish Council.	
4h.	Finger sign missing		RESOLVED – Finger sign is still missing to the north of the school. Clerk will chase this again. A second sign is missing at the route to Langdale. Clerk has asked for a photograph of the area and further information.	Clerk
4i.	Road Safety Advice Surgery on 3 rd July 2025		RESOLVED – ST received a response and acknowledgment of the issues but nothing further had been done. ST suggested composing a letter demanding that action is taken. ST will draft it and share with councillors via email for approval. Clerk will send when approved.	ST/Councillors /Clerk
4j.	Play Park remedial work		RESOLVED - A spring has gone in the gate to the entrance of Moor Road play park. WN has repaired it. The benches in Moor Road Play Park have been removed and one has been replaced with the bench from Gleb Court community garden. The fence still needs repairing as you can get access to the quarry site on the other side. The weekly visual inspections are being carried out by ST. ST asked Clerk to share the report following the annual inspection. Clerk will share with everyone via email.	Clerk/ Councillors Clerk
4k.	Bank Accounts		RESOLVED – Agreed to carry this over to the March meeting when all Councillors are present. Councillors discussed the additional accounts and how the money could be used. Some ideas were suggested and discussed.	Future agenda item
4l.	Redundant lamp post		RESOLVED - The redundant lamp post on High Row has been removed. A second redundant lamp post had also been reported and this too has been removed.	Completed
4m.	Willow Tree on the Corner of St James Close and Moor Road		RESOLVED – Clerk has responded to NYC and confirmed that the tree has been inspected and no further action is required. The Parish Council would suggest that resident pursue NYC directly if they are not happy with the response. It isn't a Parish Council matter.	Completed
4n.	Rabbit Burrows on Moor Road play park		RESOLVED – BB has spoken with someone who can help. It will be a minimal cost. Councillors agreed for the work to proceed.	BB
4o.	Resurfacing road at St James Close		RESOLVED – Clerk raised an issue of the resurfacing at St James Close and followed this up as no response received as at 26/1/26. 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 been completed. Clerk will follow this up.	Clerk
4p.	Additional Street lighting		RESOLVED - Clerk contacted NYC as there are 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. The Lighting team met on site with JS and a resident on 20 th November to look at the areas. No update has been received from NYC. JS did say that a light could not be installed near the church and felt that funding was the issues in regards to the other two	Clerk

			suggested areas. Clerk will contact NYC as they have been corresponded since the meeting in November.	
4q.	Broken footpath sign		RESOLVED – Duplicate item. Covered in item h.	Completed
4r.	Bushes, tree and Bash		RESOLVED –A letter has been posted to residents to cut back their hedges, trees etc.	Completed
5.	Matters Arising	Matters arising since the last meeting.		
5a.	Millie Forster’s seat		RESOLVED – A seat had been left in the garden of Millie Forster. Unfortunately, the seat had been taken by the NYC when clearing the property.	Completed
5b.	Missing Village signs		RESOLVED – The village signs at the entrance of East Road and Moor Road are missing. They have Not been removed for repair. The incident has been reported to the police. Clerk will get a cost to replace them and include the new suggested wording ‘Home of the Melsonby Hoard’.	Clerk
5c.	Chairs meeting with NYC Cllr Carl Les		RESOLVED – GA was unable to attend. Clerk sent his apologies.	Completed
5d.	YLCA guidance on the statement of assurance		RESOLVED – YLCA has shared guidance on the statement of assurance. They have asked that councillors should sign the statement. Councillors agreed that this is not a mandatory requirement and the Parish Council already adopts the Code of Conduct under the Localism Act 2011.	Completed
6.	Finance	Clerk to provide budget report up to 24 th December 2025 See agenda Appendix	RESOLVED - Clerk had shared the financials including the budget, income and expenditure up to 24 th December 2025 with councillors prior to the meeting. The following payments were approved and cheques signed: NYC - Gritting £180.00, NRCP - £96.00, J Pears – salary increase - £66.00 and £159.00 for selection boxes and refreshments at Christmas eve event. Clerk noted that £216.75 will be reimbursed by NYC for 26/27 urban grass cutting after April 26.	Completed Completed
7.	Planning Applications	As per appendix.	RESOLVED – As per appendix, the applications had been shared and any observations or correspondence had been shared with planning and are available to view on the planning portal.	Completed
8.	Correspondence	Correspondence received and dealt with by Clerk since last meeting.	RESOLVED – Correspondence as per appendix.	Clerk
9.	Any other business		RESOLVED – None.	
10.	Public participation	Opportunity for residents to bring matters to the attention of the Parish Council.	RESOLVED – A resident raised that there is a parking issue on St James Close/Moor Road. A number of properties don’t have parking and this makes it difficult to find somewhere to park. Residents usually have 2 or more cars and the area doesn’t have enough parking for everyone. Could the Parish Council help in looking at how this can be improved? WN shared that this has been an ongoing issue and agreed that there is an issue with parking. Unfortunately, it isn’t easy to resolve. Councillors shared some ideas and felt that it would be best for the Clerk to contact NYC and raise the concerns. Could the garages in St James Close be removed and the area become a car park? Clerk will contact NYC. A resident shared information about a project they are managing. They are looking at areas to offer a youth provision. The resident will share further information by email with the Clerk. The Parish Council felt this would be something the community would welcome and perhaps working with Aldrbough St John Parish Council and using the village hall.	Clerk Resident

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 25th March 2026 at 6.30pm in St James Church Meeting room.	
<u>Meeting ended at 8.03pm</u>				

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