

MELSONBY PARISH COUNCIL DRAFT MINUTES

THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 25th March 2026 at 6.30pm at St James Church Meeting Room

PRESENT: Cllr G Angus (GA)- Chair, Cllr V Elrington (VE), Cllr T Henderson (TH,) Cllr W Nixon (WN) - Chair, Cllr B Bottle (BB), Cllr J Stansfield (JS).

In attendance: J Pears (Clerk) and resident.

| Item | Covering | Summary | Detail/Action | Action/By Who |
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| 1. | Apologies | | RESOLVED -- Cllr S Turner (ST) 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 21 st January 2026 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 gave an update. He shared the VAS and speed watch data and will share this on the website. The VAS signs had been moved and Councillors agreed to leave them for another 5-6 weeks. CSW is starting in April and will be aiming to do 2 sessions a month. Volunteer numbers have dwindled. More volunteers are needed. Andrew suggested putting a leaflet with newsletter or in children’s school bags to see if parents/carers may volunteer? GA will put a leaflet together and arrange for it to be printed. | Clerk GA |
| 4c. | 35 Church Row public footpath | Ongoing. | RESOLVED – WN spoke with Westgarth’s. They are doing the work but will be when they have the resources and weather permitting. | WN |
| 4d. | Meeting with Paul Randle at NYC | Ongoing. | RESOLVED – Clerk arranged for the new contact at Highways – Paul Randle to meet with the Parish Council on 23 rd March. He cancelled on the day and as yet has not provided another date. | Clerk |
| 4e. | Parish Council Burial Ground Annual Review Wall Behind the Church in NYC burial ground | Issued was first raised on 25 th May 2025 to NYC. | RESOLVED – The contractors have been asked to provide quotes to back fill the grave stones that require remedial work. Two quotes have been received the other is yet to provide it. Councillors agreed that Clerk will follow up on the final quote. If this is not provided, they have agreed to proceed with two quotes. 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. Councillors asked Clerk to contact the councillor responsible. | Councillors/ Clerk Clerk |
| 4f. | Planters around the village | | RESOLVED – The planter near the well needs maintaining. A resident had shown an interest. As yet the Clerk has not heard back from them. GA will follow this up. | GA |
| 4g. | 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 |

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| 4h. | Road Safety Advice Surgery on 3 rd July 2025 and letter to Highways | | RESOLVED – A letter was sent to Highways demanding that action is taken. Clerk has received an acknowledgement and the letter had been passed to the Traffic Management Team. Clerk will ask for a direct contact. | Clerk |
| 4i. | Play Park remedial work | | RESOLVED – The remedial work has been carried out. The annual inspection has indicated some areas for review. WN and GA will have a look at these and repair as required. | GA/WN |
| 4j. | Bank Accounts | | RESOLVED – Councillors discussed the additional accounts and how the money could be used. It was suggested the bells in the church or specialised village sign for the green. Could the Parish Council fund or contributed towards the crochet decorations that are displayed around the village. Councillors agreed that a contribution of £50 a year for 5 years will be given to the crochet organisers as they currently fund this themselves. WN suggested that the additional accounts become one account called the Melsonby fund. Clerk will speak to the bank about this. | Clerk |
| 4k. | Rabbit Burrows on Moor Road play park | | RESOLVED – BB has spoken with someone who can help but needs to follow this up. It will be a minimal cost. Councillors agreed for the work to proceed. | BB |
| 4l. | 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 yet. Councillors asked Clerk to raise this with the Councillor responsible. Councillor Malcolm Taylor. | Clerk |
| 4m. | Additional Street lighting | NYC lighting team met with JS and resident on 20 th Nov 2025. | RESOLVED - No update has been received from NYC since the meeting. There is minimal lighting near the entrance to Ladywell. GA has asked the Clerk contact the Councillor responsible for lighting as no response has been received from the Lighting team at NYC. | Clerk |
| 4n. | Missing village signs | | RESOLVED – The Parish Council have been waiting for costs from Highways to replace the missing signs. They have not confirmed a price as yet but have indicated it would be over £300. Councillors have agreed to go ahead and purchase them from Smiths Signs. They have quoted considerably less. Councillor agreed to go head. GA will arrange this | GA |
| 4o. | Parking issue at Moor Road/St James Close | | 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. Clerk has contacted NYC and NYC have acknowledged the issue and will look into this. Councillors discussed larger vehicles parking in the village. If the operator has an operator licence, should they park in a designated truck park not in a residential area? GA will look into this as the police had confirmed they could park on normal roads provided they are taxed, insured and parked legally. | Completed GA |
| 5. | Matters Arising | Matters arising since the last meeting. | | |
| 5a. | Website domain name and audit | | RESOLVED – Clerk has asked if she can contact someone to help with the website development. Councillors agreed as this needs to be sorted to be compliant with the YLCA guidance. JS has a contact and will share the contact details. | Clerk/JS |
| 5b. | Moles have appeared in garden | | RESOLVED – A message via Facebook has been received from a resident. Moles have appeared in their garden. Clerk has responded to resident. | Completed |
| 5c. | Best Kept Village Competition 2026 | | RESOLVED – An invitation has been received to enter this year's competition. Councillors agreed that the Parish should enter. GA has already started to write up an overview for the judges to read. | Clerk |
| 5d. | Report of pothole | | RESOLVED – A pot hole next to the letter box had been reported. Clerk raised this with Highways. It has been patched. Councillors will monitor it. There are other areas that require remedial work but they will not be repaired until they meet the criteria. | Completed |

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| 5e. | Junction 56 litter | | RESOLVED – A resident raised the issue of litter at Junction 56. They contacted Highways directly and within days the litter had been removed. | Completed |
| 5f. | YLCA Allotment Management Training | | RESOLVED – BB attended the training. | Completed |
| 5g. | Litter – email received | | RESOLVED – A resident raised an issue of litter. They suggested that a community litter pick is arranged. Councillors discussed that high vis jackets will be required and equipment. Clerk will contact Street scene as they could provide the necessary equipment. Clerk will update resident. Councillor asked Clerk to also raise the issue of litter at the top pf Moor Road. | Clerk |
| 5h. | Water sign | | RESOLVED – A hydrant sign has appeared under the bridge opposite the school. Clerk has contacted Northumbrian Water and Street Scene. | Clerk |
| 5i. | Litter and Street Cleaning | | RESOLVED – Covered in item 5g. Councillors have asked Clerk to contact NYC and request the drains to be cleaned. There are areas of the village that are not cleaned because of vehicles parked. Can Street Scene confirm when they are coming and this be can be shared with residents. | Clerk |
| 6. | Finance | Clerk to provide budget report up to 24 th February 2026 See agenda Appendix | RESOLVED - Clerk had shared the financials including the budget, income and expenditure up to 24 th February 2026 with councillors prior to the meeting. The following payments were approved and cheques signed: Defib sundries - £16.88, YLCA Training - £27.40, Garden waste subscription £52.00 and 4 x first class stamps £6.80. Clerk shared that she will prepare the Annual Governance and Accountability Return (AGAR) 2025/26 and share the financials prior to the meeting. The AGAR will be presented for sign off at the May meeting. As in previous years Mrs B Patchett will carry out the internal audit prior to the May meeting. | Completed Clerk |
| 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. An update email had been received from School Transport Action Group (S.T.A.G) giving an update on the Homes to School Transport Policy. This was discussed and there are still issues that are unresolved through a number of affected parishes. | Clerk |
| 9. | Any other business | | RESOLVED –TH has asked if the Parish Sports Day insurance could cover slightly longer than last year to give them time to dismantle any equipment. Councillors agreed for Clerk to proceed. Clerk to get an update on the residents residing at Jagger Lane. Clerk will contact NYC. | Clerk Clerk |
| 10. | Public participation | Opportunity for residents to bring matters to the attention of the Parish Council. | RESOLVED –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 Aldbough St John Parish Council and using the village hall. | Clerk |
| 11. | Items for future agenda | Councillors to raise items to be included in next meeting's agenda. | RESOLVED – None. | |
| 12. | Date of next meeting | | The next meeting will be the Annual Parish Meeting followed immediately into the Parish Council Meeting on 20th May 2026 at 6.30pm in St James Church Meeting room. | |
| <u>Meeting ended at 7.43pm</u> | | | | |