

ASKHAM BRYAN PARISH COUNCIL

MINUTES of a meeting of the PARISH COUNCIL (PC)

held on Thursday 16th October 2025 starting at 7:30pm in the Village Hall.

PRESENT: Councillor Helen Dawson (Chair)
Councillors Julie Barber Kathryn Smith David Wiseman

In attendance: Ward Cllrs. Hook and Knight and the Clerk.

1. CHAIR FOR THE MEETING

As Vice Chair, Cllr. Dawson agreed to chair the meeting.

2. APOLOGIES.

Apologies had been received from Cllrs. Boakes and Walker.

3. DECLARATIONS OF PECUNIARY INTEREST.

None.

4. PUBLIC PARTICIPATION

There were no members of the public in attendance.

5. MINUTES OF THE MEETING OF THE PC HELD ON 24th JULY 2025.

It was **resolved** that the minutes of the meeting of the PC held on 28th August 2025 (204-206) be approved and that Cllr. Barber (as the only one at the October meeting who had attended the August meeting) be authorised to sign. The meeting of the PC due to be held on 18th September 2025 had not been quorate and as such there was no requirement to sign the minutes (207).

6. PLANNING

a. Planning Applications Received

- i. 25/01722/TCA - Helmsdale, 103 Main Street - Fell 1no. Sycamore (T3); up to one third crown reduction of 3no. trees (1no. Ash, 2no. Plum) - trees in a conservation area.
Since the publication of the agenda, this had been determined by the Local Planning Authority and any discussion about this application was therefore unnecessary.

b. Planning Decision Notices Received

There was one planning decision to report since the last meeting.

- i. 25/01485/FUL - Westwood Farm, Westwood Lane - First floor side extension. This had been approved by the Local Planning Authority.

7. CRIME REPORT

There no crime report for September. It was noted that there were no crimes in August (as the August crime report had not been previously been considered). The Clerk had asked why hare coursing was not shown in the crime report figures even though such crimes had been reported. There was ongoing concern about a car which had been parked on Main Street for many months without being moved. It was taxed and tested. It had been reported to the Police who had no records of it being reported stolen.

8. REPORT FROM WARD COUNCILLORS.

Both Ward Councillors were in attendance as the extraordinary meeting of City of York (CYC) full Council had finished earlier than expected. This meeting had considered proposed changes to Ward boundaries and the CYC Boundary Commission size submission. There was a view at the meeting that those areas which did not have a parish council had a greater need of Ward Councillor support and there is not an even distribution of the non-voting people in each Ward.

They had also talked about the removal in some parishes of vehicle activated signs (VAS). There were proposed changes to the Planning Department. Any development of less than forty properties could be determined by planning officers. A development of this size would have a disproportionate effect in small rural communities compared to an equivalent development within the city boundaries. The introduction of twenty miles per hour restrictions was being rolled out to all the villages. The introduction of such areas was limited by the cost of implementation. There were proposed changes to the scrutiny boards.

9. OTHER MATTERS.

9.1 Adoption of an Information Technology (IT) policy.

The 2025-2026 Practitioner's Guide (produced by the Smaller Authorities Proper Practices Panel in March 2025) had stated that all councils should have an IT policy (no matter what their size). As such, a draft policy, based on a template provided by the Yorkshire Local Councils Associations (YLCA), had been circulated. It was **resolved** to adopt the draft policy but to exclude the paragraph requiring all employees and councillors to receive regular training.

9.2 Parish Council representation at the Remembrance Day parade.

Cllr. Wiseman volunteered to represent the PC at the Remembrance Day parade. The Clerk would order a poppy wreath for delivery to his address.

9.3 Village Hall matters.

There was nothing to report.

10. FINANCE

10.1 Report of invoices to be paid.

It was **resolved** that payment of the following invoices to be approved, all in favour.

- a) Monthly bank charges - £4.25.
- b) Play Inspection Company - annual play inspection report - £155 + VAT.
- c) Copy of the key to the notice board cut – Garforth Cobbler – Clerk expense - £5.00.
- d) Fee to HM Land Registry for registration of previously unregistered land - the corner of Saint Nicholas' Croft and Main Street - £30 (already paid).
- e) Repairs to the tractor lawn mower (replace lever control box assembly) – Garden and Estate Machinery Services - £112.89
- f) Poppy Wreath for Remembrance Sunday - £19.99 + £4.50 delivery
- g) Microsoft Office 365 Annual Renewal - £70.83 + VAT

10.2 Report of budgeted income and expenditure to date versus actual.

The monthly report of budgeted income and expenditure to date versus actual had been circulated and the contents noted.

11 CORRESPONDENCE AND SOCIAL MEDIA

A list of correspondence had been circulated and the contents noted.

- There had been a communication from Ward Cllr. Hook regarding community events in the Ward. She was advised that there was a coffee morning on the third Monday of the month from 10am to 12 noon. This was because the York West Police Community Support Officer was looking for opportunities for community engagement (844).
- Action had been taken to deal with fly-tipping on Askham Lane (843).
- It was agreed that there be a standing agenda item in future for things to refer to the CYC Community Care Team. There was talk about trees, hedges, footpaths, drains and the need for a list and using What3Words to pinpoint locations.

12 ACTION TRACKER

An Action Tracker had been circulated with the agenda papers listing all previously agreed actions and reports on progress.

Progress was being made on ongoing items as follows;

- a. Christmas Events 2025.

Former Councillor Peers had agreed to do the Christmas trail again themed around the twelve Days of Christmas and he and his wife were proposing to introduce a third set, subject to availability of storage. It was suggested that the locations of each part of the theme be changed so that the trail would run in the opposite direction compared to previous years. The budget for this would be between £150 and £200. Cllr. Wiseman agreed to producing carol sheets, making signs/posters and putting them up and to act as master of ceremonies. The tree would be twelve feet tall. Cllr. Wiseman sent a text to Cllr. Walker who replied agreeing to dig the hole for the tree to go into. It would be outside the Village Hall. The event was set for Saturday 6th December 2025. Cllr. Dawson who would ask Mr. Peers about obtaining refreshments etc. from a nearby cash and carry. The event would be advertised on Facebook and via the Village WhatsApp. The Village Hall would be asked to contribute to half the cost of the tree.

- b. Public Right of Way. A gate along the proposed path had been locked. Ward Councillor Hook advised that the landowner had the legal right to do this until the process of making the route a recognised Public Right of Way had been completed. This was still with the Secretary of State.
- c. There was still one Twenty's Plenty sign to be removed.
- d. The Clerk would continue to pursue CYC Planning Enforcement regarding a gate put up without waiting for planning permission.
- e. The individual who had been exercising his dog on the Recreational Area had not recently been seen doing so, however Cllr. Wiseman had recently encountered another person intending to exercise their dog there. He told them that this was not permitted and they duly left.

13 DATES OF FUTURE MEETINGS

27th November.

To be held at the Village Hall at 7:30pm

The meeting closed at 8:16pm.

Signed

27 November 2025