

ASKHAM BRYAN PARISH COUNCIL

MINUTES of the ANNUAL meeting of the PARISH COUNCIL (PC)

held on Thursday 21st May 2026 starting at 8:10pm in the Village Hall.

PRESENT:

Councillor	Jason Boakes (Chair)		
Councillors	Julie Barber	Kathryn Smith	David Wiseman
	Helen Dawson	Mark Walker	

In attendance: Ward Cllr. Hook and the Clerk.

1. ELECTION OF THE CHAIR OF THE PARISH COUNCIL

Cllr. Boakes chaired this agenda item and remained in the chair for the remainder of the meeting. It was **resolved** that Cllr. Dawson be elected as Chair, all in favour. Cllr. Dawson duly signed her declaration of acceptance of office.

2. ELECTION OF THE VICE-CHAIR OF THE PARISH COUNCIL

It was **resolved** that Cllr. Wiseman be elected as Vice-Chair, all in favour.

3 COMMITTEE STRUCTURE: It was agreed that the Natural Environment Committee be Jan Bennett (Chair), Kathryn Nolan (Vice-Chair), Steve Bassford (College), Peter Christopherson, Cllr. Barber, Jo Fell and Laura Hardie.

4. APOLOGIES.

There were no apologies.

5. DECLARATIONS OF PECUNIARY INTEREST.

There were no declarations of pecuniary interest.

6. PUBLIC PARTICIPATION

There were no members of the public present.

7. MINUTES OF THE MEETING OF THE PC HELD ON 16th APRIL 2026.

It was **resolved** that the minutes of the meeting of the PC held on 16th April 2026 (223-225) be approved and that Cllr. Boakes (as the person chairing the meeting) be authorised to sign. There was a retrospective correction to the attendees listed in the minutes of the February 2026 meeting, i.e. Ward Cllr. Hook had been present but not shown as such.

8. PLANNING

a. Planning Applications Received

There were no new planning applications to consider this time.

b. Planning Decision Notices Received

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

26/00263/FUL - Springfield House, 66 Main Street - Single storey rear extension. This had been approved by the Local Planning Authority.

9. CRIME REPORT

There were no reported crimes in April 2026.

10. REPORT FROM WARD COUNCILLOR.

The City of York Council (CYC) Community Care Team had spent four hours in the Rural West Ward but there was no information about what they had done. Chapel Lane was still in need of

sweeping. There had been a major meeting that day regarding Ward boundary changes. There would be forty-eight Ward Councillors as part of the boundary changes. As far as Rural West was concerned, Poppleton and Nether Poppleton would be splitting. Askham Bryan would be unaffected by the changes. The new smoke-free zone had been introduced and a lot of people had challenged the need for this, however nobody was policing this. Rules about open fires were not affected by the new rules. Indoor stoves must burn approved wood and be approved by the Department for Environment, Food & Rural Affairs (DEFRA). Richard Webb had taken office as the new chief executive. There had been a £38M cut to CYC over the coming weeks. The new mayor (not CYC) was sorting out business, it would take him a couple of years to build his team. The hours for the park and ride had been extended. The Lord Mayor had been crowned. The green bin fee was £70.

Councillors expressed concern that they had not been notified of the recent closure of the A1237 (the other end of this road still needed doing). Road works were allocated to third-party contractors and communication of proposed works was their responsibility. Cllr. Smith had been notified via a WhatsApp group but this was not an official CYC group. Drains had been checked.

11. OTHER MATTERS.

11.1 Plans for Christmas 2026.

It was agreed to stick to the same format as in 2025 being rolled out as an extended Christmas Extravagance. The Christmas Tree would be erected on the 4th December, decorated on the 5th and the carol singing would take place on the 6th. The decorating would be done by Cllr. Barber and one member of the Village Hall Management Committee (as in previous years). Councillors advised regarding their availability. Cllr. Wiseman would act as master of ceremonies and would print out the carol sheets. The Clerk would order the tree and would email the Village Hall to see if it was available on the afternoon of the 6th. Cllr. Dawson agreed to ask the former Chair if he was willing to do the Christmas trail again. There would be a separate party in the public house.

11.2 Village Hall matters.

Discussion on this matter had taken place at the Annual Parish Meeting which preceded the PC meeting.

11.3 Matters for referral to the CYC Community Care Team.

Ward Cllr. Hook would find out what the Community Care Team did last time. It was noted that the sides of verges on roads and pavements (especially where there were no kerbstones) needed tidying up.

12. FINANCE

12.1 Report of invoices to be paid.

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

- a. Monthly bank charges - £4.25.
- b. Brian Hopper – Internal Auditor – £80
- c. Repair of tractor mower - Garden & Estate Machinery Services - Deck Drive Belt £59.79 + labour £23.
- d. Battery for an iPad SP1 & SP2 Defibrillator from Defib World, £199 + £5.99 delivery + £39.80 VAT.
- e. Yorkshire Local Councils Associations - annual subscription - £238.

12.2 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.

12.3 Certificate of Exemption

It was **resolved** to accept a recommendation that the Chair and the Responsible Financial Officer (RFO) sign the Certificate of Exemption noting that information required by Regulation 15 (2), Accounts and Audit Regulations 2015 be published on the authority website before 1 July 2026 as the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026, all in favour.

12.4 Internal Auditor's Report.

The Internal Auditor's Report had been circulated to all and the contents noted, in particular the recommendations. The report commented on the level of reserves being held, i.e. an end of financial year balance of £18,590 which was significantly higher than the level of expenditure in the year. Since then, the first instalment of the precept had been received taking the amount in the bank to over £24,000. Such levels of reserves are acceptable if funds are earmarked for specific capital projects. There would be an agenda item next time to consider a long-term strategy for £14,000 of the funds available. Cllr. Walker would speak to the leader of the Recreational Area maintenance team about the lawn mower.

12.5 Formal approval of the 2025/26 Annual Governance Statement (AGAR 2025/26 Part 2).

It was **resolved** that the Annual Governance Statement (AGAR 2025/26 Part 2) be approved, all in favour.

12.6 Formal approval of Accounting Statements 2025/26.

It was **resolved** that the Accounting Statements 2025/26 be approved, all in favour.

11 CORRESPONDENCE AND SOCIAL MEDIA

A list of correspondence had been circulated and the contents noted (everything was from the Yorkshire Local Councils Associations this time). The Clerk had posted a notice of closure of Chapel Lane on 27th May 2026 on the PC Facebook page.

12 ACTION TRACKER

An Action Tracker had been circulated with the agenda papers listing all previously agreed actions and reports on progress. A line would be added regarding the renewal of the defibrillator battery. The Clerk had obtained a new defibrillator battery and would fit this after the meeting and check the date when it was due for renewal.

13 DATES OF FUTURE MEETINGS

The next meeting would be held at 7:30pm on 18th June.

Meetings for the rest of 2026 after that would be;

16th July, 20th August, 17th September, 15th October and 19th November.

All to be held at the Village Hall at 7:30pm.

The meeting closed at 9:20pm.

Signed

18 June 2026