



**NORTH DUFFIELD PARISH COUNCIL**  
Clerk/RFO: Mrs S Look, 72 Main Street, Wheldrake, York, YO19 6AA.  
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[www.northduffieldparishcouncil.gov.uk](http://www.northduffieldparishcouncil.gov.uk)

Dear Councillor

You are summoned to attend the **MONTHLY PARISH COUNCIL MEETING** of North Duffield Parish Council to be held on **Thursday 4<sup>th</sup> September 2025 at 7pm** in the **Methodist Chapel Schoolroom**. Meetings are open to the Press and Public except for when agenda items resolved as confidential under the Public Bodies (Admission to Meetings) Act 1960 (Part 2).

**AGENDA**

**Part 1**

- 25116. To receive apologies for absence and to consider the approval of reasons for absence given by councillors.**
- 25117. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.**
- 25118. Co-option of new councillor:** To note the resignation of Cllr Wells and resolve to advertise coopting a new councillor.
- 25119. Minutes:** To confirm the minutes of Annual Parish Council meeting held on Thursday 10<sup>th</sup> July 2025 as a true and correct record.
- 25120. Receive Divisional Councillor and PCSO report.**
- 25121. Matters arising:**
- i. Village litter pick and tidy up day. Agree date and action plan.
  - ii. To receive any update on the proposed mobile library for the parish.
  - iii. To receive an update on the purchase of a bench in memory of Brian Burgess.
  - iv. To receive an update on the PC defibrillator in the telephone box.
- 25122. Highways update:**
- i. To receive any further update on the Community Speedwatch programme.
  - ii. To receive any update from the chairman on Highways concerns discussed at last meeting.
  - iii. To receive an update from Highways on the 'Please Drive Slowly' signage request.
  - iv. To receive an update on the statistics from the new VAS Sign on the A163.
  - v. To receive any update on damaged verge outside Inglenook on Green Lane.
  - vi. To receive any update on the request to Highways for measures to reduce speeding on Green Lane (signage and paint on road when resurfaced).
  - vii. To receive any update from highways regarding the request for yellow lines on Green Lane and Back Lane (near Gothic Farm).
  - viii. To receive an update from Quickline regarding the condition their contractors have left some areas of the village.
  - v. To receive an update on a report of dangerous parking on Main Street at the junction of Manor Drive and the junction of Back Lane/Main Street.
  - vi. To receive any update on the request by a parishioner to make 'The Green' one way.
- 25123. To consider and decide upon the following planning applications:**
- i. TBC.
- 25124. To consider any further action regarding the following ongoing planning and enforcement matters:**
- i. To receive any update on the NYC Local Plan.
  - ii. Enforcement reference; 2024/0201/LCOND. Planning ref: 2021/1353/FUL / ZG2023/0559/DOC. Land Adjacent A163 Market Weighton Road. Planning enforcement notified that path is not complete despite houses being occupied.
- 25125. To receive and note the following planning decisions/information:**

The Openness of Local Government Bodies Regulations: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: - the recording being conducted with the full knowledge of the Chairman of the meeting. Anyone wishing to record must contact the Clerk using the details above prior to the start of the meeting. Any recording must be conducted openly and not in secret.

i. TBC.

**25126. Public time:**

i. Clerk to note any items sent prior to the meeting for discussion.

**25127. Financial and Governance matters:**

- i. To note the new assertion 10 in the annual governance and accountability return for year ended 31 March 2026 – digital and data compliance.
- ii. Resolve to adopt the North Duffield Parish Council IT Policy as recommended by NALC.
- iii. To consider options for projects to use the £5,392.54 CIL funding on. Options suggested to date; one way system on The Green/ new defibrillator on Green Lane / extension of York Road footpath.
- iv. To consider funding request for churchyard upkeep and Round Up magazine from St Helens Church, Skipwith.
- v. To note the Local Government Pay increase for clerks pay, back dated to 1st April 2025.
- vi. To confirm changes to bank authorisations and resolve for Cllr Wint to replace Cllr Wells on the bank mandate.
- vii. Finance report and consider transactions for approval and payment:

Account balance and reconciliation:

|    |   | Current Account | Savings Account  |
|----|---|-----------------|------------------|
| a. | <b>Account balances as at 2<sup>nd</sup> July 2025</b>                      | <b>£3536.77</b> | <b>£31354.17</b> |
| b. | <b>Transactions made since last meeting (approved at the last meeting):</b> |                 |                  |
|    | R Hemingway; Tombola drum for village events                                | -£41.99         |                  |
|    | York Landscapes; June village maintenance                                   | -£729.60        |                  |
|    | M Patten; postcrete   | -£7.98          |                  |
|    | T Nicholson; village hanging baskets  | -£624.00        |                  |
|    | JRB Enterprise; dog bin bags (March Invoice)                                | -£130.26        |                  |
| c. | <b>Payments made since the last meeting under clerks delegated powers:</b>  |                 |                  |
|    | S Look; July salary   | As agreed       |                  |
|    | Unity; July monthly service charge  | -£6.00          |                  |
|    | JRB Enterprise; dog bin bags (July invoice)                                 | -£130.26        |                  |
|    | Scottish Power; village green electrics                                     | -£75.66         |                  |
|    | ICO; data protection fee D/D  | -£47.00         |                  |
|    | HMRC; July payment  | -£20.44         |                  |
|    | PKF Littlejohn; external audit 2024-25                                      | -£252.00        |                  |
|    | NYC; damaged streetlight on York Road                                       | -£383.10        |                  |
|    | D Wint; float for summer fete   | -£20.00         |                  |
|    | Autela; April-July clerks' payroll  | -£102.00        |                  |
|    | Parish Online; Parish Mapping   | -£108.00        |                  |
|    | York Landscapes; July village maintenance                                   | -£729.60        |                  |
|    | S Look; PC shredder   | -£62.94         |                  |
|    | S Look; Clerks expense July & August  | -£117.06        |                  |
|    | HMRC August payment   | -£20.44         |                  |
|    | S Look; August salary   | As agreed       |                  |
| d. | <b>Receipts since the last meeting:</b>                                     |                 |                  |
|    | R Hemingway; summer fete raffle   | £176.50         |                  |
|    | Summer fete stall holder fee  | £40.00          |                  |
|    | Tombola stall   | £510.00         |                  |
|    | Donation towards the Christmas Lights fund                                  | £100.00         |                  |
| e. | <b>Internal transfer:</b>   | £5000.00        | -£5000.00        |
| f. | <b>Account balances as at 29<sup>th</sup> August 2025</b>                   | <b>£4648.38</b> | <b>£26354.17</b> |
| g. | <b>To approve the following payments:</b>                                   |                 |                  |
|    | York Landscapes; August maintenance   | TBC             |                  |

**25128. Village Green and maintenance:**

i. To confirm items on the 'to do' list around and resolve any further action.

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- ii. To agree a plan for the marquee clean and repairs.
  - iii. To receive an update on the renovation of the circular bench on the village green and confirm arrangements for a plaque.
  - iv. To receive any update on the tree survey on the village green and resolve any further action.
  - v. To agree the dates for the 2026-27 maintenance contract to do the village green hedge cutting.
- 25129. Correspondence:**
- i. To note YLCA White Rose Update and training dates.
  - ii. Correspondence received regarding maintenance of pavement edges and weeds especially down the A163.
  - iii. Parish Precept 2026-27 arrangements.
  - iv. Correspondence from member of the public regarding Parish Council expenditure and precept.
- 25130. Meeting close to the public:**
- i. To confirm the date for the next monthly meeting to be held at 7pm on **Thursday 2<sup>nd</sup> October 2025** in the Schoolroom of North Duffield Methodist Chapel.

## Part 2

- 25131. Confidential business:** To consider and resolve whether to exclude the Public and Press on the grounds that matters for discussion affect individual staff matters / procedures / legal / financial issues.
- 25132.** To discuss any update on future projects for the parish with relation to the growing population.