

NORTH DUFFIELD PARISH COUNCIL
Clerk/RFO: Mrs S Look, 72 Main Street, Wheldrake, York, YO19 6AA
clerk@northduffieldparishcouncil.gov.uk www.northduffieldparishcouncil.gov.uk
MINUTES of the Parish Council meeting held on 4th September 2025
Chapel Schoolroom, North Duffield

Part 1

25116. In attendance and declarations of interest: Cllrs R Arrand, S Donoghue, R Hemingway (Chair), L Richardson, M Walton, D Wint. S Look (Clerk). Members of the public. Divisional Councillor K Arthur.
Apologies: Cllrs S Brown and M Patten.

25117. Declarations of interest: None.

25118. Co-option of new councillor: Councillors noted the resignation of Cllr Wells and resolved to advertise coopting a new councillor. Councillors formally thanked Cllr Wells for many years of service on North Duffield Parish Council.

25119. Minutes of the Parish Council meeting held on Thursday 10th July 2025 were proposed by Cllr Wint, seconded by Cllr Walton and unanimously agreed as a true and accurate record.

25120. Receive Divisional Councillor and PCSO report:

- a. Cllr Arthur gave an update on the Boundary Commissioners recommendations. It is going back out to consultation and expected to be decided on 2nd January 2026.
Cllr Arthur has been elected as Vice Chair on the YLCA committee to represent Parish Councils.
There has been no progress on the Gothic Farm planning application with regards to when it is going to committee.
Cllr Arthur confirmed he has got funding available of £1250 per parish.
- b. PCSO Gaskell has conducted a check in the village on 28 August and not witnessed any dangerous or illegal parking. No further report sent.

25121. Matters arising:

- a. Due to poor weather the Village litter pick and tidy up day in July was cancelled. A new date was agreed as Saturday 4th October 2025 10am until 2pm. This will be a litter pick and maintenance day. Electricals
- b. to be done on the village green on the same day.
- c. Proposed mobile library. The Area Librarian has done a site visit in the village and it was agreed that the mobile library will park in the pub car park once a fortnight. Date and timing to be confirmed soon. The librarian will also attend the Christmas Market to advertise other services available.
- d. Installation of a legacy bench on the green in memory of Brian Burgess. Awaiting further information from the beneficiaries in order to proceed with the purchase of a bench.
- e. The Parish Council defibrillator in the telephone box needs replacing soon as it is over ten years old. Welmedical quote received is £1,318.80 for defibrillator and cabinet. Clerk to get a comparative quote.

25122. Highways update:

- a. Community Speedwatch team: No update. The group need more volunteers to be able to do more regular checks.
- b. Highways update: Resurfacing work on Green Lane to be completed as follows; full construction 23rd September 2025 to 24th September (2 days) and localised patching 25 September 2025 (1 day). The extent of the full construction has changed. The works will not be from the A163 junction, it will commence at the boundary of the new development. The area up to the A163 will be included in the section 278 agreement.
- c. No further progress on the 'Please drive slowly' signs at the entrances to the village. Clerk has followed this up with NYC.
- d. No update on the VAS sign statistics this month.
- e. Damage to the verge outside Inglenook: The Development Control Highway Officer at NYC is going to inspect the previous construction work carried out by the resident at Dalkeith on The Green to ensure the planning requirements have been carried out.
- f. Options for reducing speeding on Green Lane (signage and paint on road when resurfaced): No update.
- g. Yellow lines have been requested to be installed on Green Lane near the A163 junction and new houses and also on Main Street/Back Lane junction near Gothic Farm to ensure there is no further dangerous parking in that area. The project engineer is going to inspect the area to see if that is the best option.
- h. Quickline have confirmed have done an inspection regarding the state of the road/footpaths in the village since the full fibre contract work. Supervisors have been attending the area every Tuesday

and Thursday to review all civil works and assess the overall work pack. Any identified snags have been raised with the build partner and are addressed. They have advised that, to their knowledge, all reported snags have now been rectified. Chairman to do an inspection around the village and report back at the next meeting.

- i. Report of dangerous parking on Main Street at the junction of Manor Drive and the junction of Back Lane/Main Street. The PCSO has not witnessed any further incidents of dangerous parking when visiting the village in August but will continue to carry out regular checks.
- j. Request to make Green Lane a 'one way' system. The proposal is the implementation of a one-way system on 'Green Lane' and 'The Green' will remain two-way. Clerk has contacted NYC Highways. Highways have recommended that Green Lane and The Green should be one way.
- k. Road condition on Manor Drive/Main Street. The local Highways Officer has been made aware of it.
- l. Member of the public reported that some properties on Back Lane near Gothic Farm have extended their gardens. Chair to investigate.
- m. A report from a member of the public that Menthorpe Lane is collapsing on both sides. Clerk to report to Highways.

25123. Planning Applications:

- a. ZG2025/0863/TPO. 6 The Paddocks, North Duffield, Selby. Application for consent to remove dying limb back to the main fork at ground level to 1No Ash tree covered by TPO 16/2022. No comments.

25124. Ongoing planning matters:

- a. North Yorkshire Council Local Plan. No further update.
- b. Enforcement ref; 2024/0201/LCOND. Planning ref: 2021/1353/FUL / ZG2023/0559/DOC. Land Adjacent A163 Market Weighton Road. Footway not completed despite houses now being occupied. Planning Enforcement order served. Deadline has now passed. Clerk awaiting response from NYC planning.

25125. Planning Decisions:

- a. No planning decisions received.

25126. Public time:

- a. Nature Recovery Walk around the village has been organised to identify areas where Swift and House Martin nest boxes can be erected. This will take place from 10am on Saturday 13th October 2025. Clerk to advertise on the PC website and Facebook. Councillors resolved to contribute to the cost of the boxes. It was agreed that members of the public will have to put up their own boxes. Elaine Blake will also be giving a talk on Nature Recovery at the local History group in November.
- b. Member of the public requested clarification on the PC finances which were explained. The precept for 2025-26 was set at £22,800. Section 2.26 of Governance and Accountability for Local Councils: A Practitioners' Guide (England) 2010 which states "It is generally accepted that general (i.e. un-earmarked) revenue reserves usually lie within the range of three to twelve months of gross expenditure". Therefore, the Parish Council generally have in the region of £20,000 in the bank at year end. The PC have currently got £5392.54 CIL money in the bank which has got to be earmarked for an infrastructure project within the Parish. Remaining urgent expenditure for this year includes an upgrade to both PC defibrillator and its external cabinet, the electrics upgrade on the green and a tomographic PiCUS test on the Oak tree on the green (the results of the inspection could mean further urgent arboriculture work is required). There are also numerous jobs councillors carry out on a voluntary basis and therefore a contingency is required to pay for contractors if this voluntary contribution should cease. The Precept for 2026/27 will be agreed at the November Parish Council meeting.

25127. Financial and Governance matters:

- a. Councillors noted the new assertion 10 in the annual governance and accountability return for year ended 31 March 2026 – digital and data compliance. Councillors to set up their Councillor email accounts that have been provided.
- b. Resolved to adopt the North Duffield Parish Council IT Policy as recommended by NALC.
- c. 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. NYC have quoted £42,554 to construct a footway in the location requested which is 229m in length and 1.8m in width. Awaiting costs of the proposed One-Way System on Green Lane before consulting residents.
- d. Councillors resolved to approve the funding request for churchyard upkeep and Round Up magazine from St Helens Church, Skipwith. It was resolved to donate £600.
- e. Councillors noted the Local Government Pay increase for clerks pay, back dated to 1st April 2025.
- f. Councillors confirmed changes to bank authorisations and resolve for Cllr Wint to replace Cllr Wells on the bank mandate.

g. Finance report noted and transactions approved for payment as follows:

Account balance and reconciliation:

		Current Account	Savings Account
a.	Account balances as at 2nd July 2025	£3536.77	£31354.17
b.	Transactions made since last meeting (approved at the last meeting):		
	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.	Payments made since the last meeting under clerks delegated powers:		
	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.	Receipts since the last meeting:		
	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.	Internal transfer:	£5000.00	-£5000.00
f.	Account balances as at 29th August 2025	£4648.38	£26354.17
g.	To approve the following payments:		
	York Landscapes; August maintenance	£729.60	
	ST Helens Skipwith PCC; Annual donation towards Round Up and the Churchyard	£600.00	

It was resolved to approve the above payments.

25128. Village Green and Maintenance:

- Village 'to do' list to be updated after the village tidy up.
- Marquee to be cleaned and repaired on 4th October.
- The renovation of the circular bench on the village green is expected to be installed soon.
- AWA Tree consultants to undertake a tomographic PiCUS test on Wednesday 17th September to further assess extent of potential decay of the large Oak located near the duck pond (T13 within the report). Awaiting full report.
- Councillors confirmed the dates for the 2026-27 maintenance contract to do the village green hedge cutting as 1st April and 1st September. Clerk to send a reminder to the contractor to treat the weeds in the snickets and pinfold monthly as per the contract.
- The hedge next to the Allotments still needs cutting back. Cllr Arrand to arrange.

25129. Correspondence:

- YLCA White Rose updates and training dates noted.
- Correspondence received regarding maintenance of pavement edges and weeds especially down the A163. Resident advised to register the concerns with NYC. It was noted that NYC maintenance has been cut back over the years, and the village relies on councillors and volunteers to do tasks such as siding of the pavements. Some residents maintain the area outside their own property which is extremely helpful in keeping the village looking tidy. The Chairman does an annual walk around the village with a Highways Officer from NYC to highlight areas of concern.
- Parish Precept 2026-27 arrangements confirmed.

- d. Correspondence from member of the public regarding Parish Council expenditure and precept.
Explained under public time item 25126b.

25130. Meeting close:

- a. Councillors confirmed the date for the next Parish Council meeting to be held at 7pm on Thursday 2nd 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. Community development: Options for future development in the village and ways the Parish Council can prepare for a growing population to be discussed at a future meeting.

25133. Flag damage: Remaining payment has still not been made. Clerk to follow up.

Meeting closed at 20.15hrs.

Signed:

(Chairman)

Date: