

NORTH DUFFIELD PARISH COUNCIL
Clerk/RFO: Mrs S Look, 72 Main Street, Wheldrake, York, YO19 6AA
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MINUTES of the ANNUAL Parish Council meeting held on 7th May 2026
Chapel Schoolroom, North Duffield

Part 1

26066. Meeting formalities:

- a. Attendance: Cllrs R Arrand, S Brown, S Donoghue, R Hemingway (Chair), L Richardson, J Taunton, M Walton. S Look (Clerk). Members of the public.
Apologies: Cllr D Wint and Divisional Cllr Arthur.
- b. Declarations of interest: No declarations of interest.
- c. Co-option of new councillor. No new applicants.

26067. Statutory Annual Parish Council meeting business:

- a. Councillors resolved to elect Cllr Hemingway as Chairman of the Parish Council. Chairman signed the acceptance of office; clerk witnessed the signature and countersigned the form.
- b. Councillors resolved to elect Cllr Wint as Vice Chairman. Vice Chairman to sign the acceptance of office at the next meeting.

26068. Consider the election of Parish representatives to various groups and committee:

- a. Councillors resolved to elect Cllr Hemingway and Cllr Richardson as the PFA representatives.
- b. Councillors resolved to elect Cllr Richardson and Cllr Taunton as the Village Hall Committee representatives.
- c. Councillors resolved to elect Cllr Donoghue and Cllr Taunton as the YLCA representative.

26069. Agree the schedule of meetings for the coming year:

- a. Councillors resolved the following dates for meetings: 11th June 2026, 9th July 2026, (no August meeting), 3rd September 2026, 1st October 2026, 5th November 2026, 3rd December 2026, 7th January 2027, 4th February 2027, 4th March 2027, 1st April 2027, 6th May 2027. Annual Parish meeting and Annual Parish Council meeting 13th May 2027 (due to elections being held on 6th May 2027).

26070. Minutes of the Parish Council meeting held on Thursday 2nd April 2026 were proposed by Cllr Walton and seconded by Cllr Brown and unanimously agreed as a true and accurate record.

26071. Receive Divisional Councillor and PCSO report:

- a. Cllr Arthur sent apologies for the meeting but will be attending the Annual Parish meeting to give an update to parishioners.
- b. No update from PCSO Gaskell but she will be attending the Annual Parish meeting. An incident was reported regarding children trespassing on the Gothic Farm estate. Clerk to contact Stephenson's Estate Agent to ensure the property is made more secure.

26072. Matters arising:

- a. No update on the village mapping facility. Cllr Hemingway to follow up.
- b. Annual meeting attendees and agenda confirmed. Leaflets are being distributed around the village.

26073. Public time:

- a. Member of the public requested further information on the village mapping facility.
- b. Clerk to order six more bird boxes for the summer fete stall.
- c. Concerns were raised about the two domestic ducks that have been introduced to the village green which are intimidating residents and causing distress to the other ducks. Councillors agreed to have them rehomed.
- d. Nature Recovery Seminar on 30th May. Cllr Richardson and Cllr Arrand to attend.

26074. Highways update:

- a. Community Speed Watch. No further update. Clerk to request an update for the annual meeting.
- b. No further updates from highways on issues reported.
- c. No further progress on the 'Please drive slowly' signs at the entrances to the village.
- d. No update on the VAS sign statistics this month.
- e. No update from Highways on the report of deep verges that have been left on Menthorpe Lane by contractors.
- f. A request has been made to Highways for low level lighting on Priest Lane. Highways have confirmed that they do not install low level lighting and stated it would be more effective to install a new column light instead. Resolved to get a quote for a new column and cut down some of the overhanging trees in the Autumn.

- g. Report received that streetlight no.2 on Ash Close is permanently on. Clerk has reported it to the NYC streetlighting team.

26075. Planning applications:

- a. ZG2025/1295/FULM. Oakwood Lodges Greengate Lane South Duffield. Erection of 5no. one-bed lodges and 1no. four-bed lodge. Comments deadline 28th April 2026. No comments raised.
- b. ZG2026/0155/FULM. Blackwood Hall, Cornelius Causeway, North Duffield. Change of use of land from the siting of tourers to the siting of lodge style static caravans, wardens lodge, pub/restaurant and spa facilities at Blackwood Hall Caravan Park. Amended Site Plan & Additional Lodge Plan. Comments by 29 April 2026. No comments raised.

26076. 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. Installation of footway progressing. It was noted that requests have been made by members of the public about the full continuation of a footpath on Green Lane and concerns regarding the removal of the condition imposed on a developer (Yorvik Homes) to install one. This was previously considered under planning reference: 2021/0913/S73. Section 73 application to remove condition 07 (Highway Improvement Works) of approval 2018/0273/REM residential development (9 dwellings) granted on 13 March 2018. At the time that the application for residential development was being considered by the Planning Authority, the Highway Authority acknowledged the verge on the opposite side of Green Lane was not wide enough to accommodate a standard width footpath – but then, neither is the verge on the development side of the road. The Highway Authority also acknowledged that a narrower than usual footpath was better than none and undertook to cut back any vegetation encroaching over the highway to allow the maximum width of footpath possible to be constructed. Despite the Parish Council offering to fund the footpath and also objecting to the removal of the condition to install the footpath, the application was approved at appeal due to the proposed width. Full details of the appeal decision can be found on the NYC planning portal under reference 2021/0913/S73.
- c. ZG2023/0719/FUL. Land Off Selby Road North Duffield. Construction of a field access and gate. A dropped kerb has now been installed as requested.
- d. Springfield House Farm development planning breach. No further update. Clerk to follow up.

26077. Planning decisions:

- a. ZG2026/0164/OHL. Redmoor Farm, Skipwith Common Road. Install additional poles to existing lines to improve ground clearances and accommodate protection equipment. APPROVED.
- b. ZG2025/1264/HPA. Ivydene, Main Street, North Duffield. Erection of single storey oak framed single garage. APPROVED.

26078. Village Green and maintenance:

- a. Village Maintenance contractors have completed the area missed on the A163. The main allotment hedge has now been cut as part of their contract.
- b. Councillors considered the quote received from York Landscapes for reducing the additional allotment hedge from the vehicle access car park to the beck which is not part of their contract. It was resolved to wait until Autumn and get a further quote. Cllr Arrand to follow up after the summer.
- c. No update on the wildflower turf for the village green at this stage. Cllr Richardson to follow up.
- d. Electrical work on the village green to be done after the summer fete.

It was noted that there is a considerable number of other maintenance tasks building up which need doing. Cllr Hemingway to request more volunteers to help with these at the annual meeting and agree a date for the next maintenance date.

Two new benches have now been delivered and are awaiting installation. Cllr Brown is organising the plaques. Cllr Hemingway to request the wording from Brian Burgess' estate.

A new sleeve and base are required for the flagpole. Cllr Hemingway to follow up. Clerk to ascertain how long it would take to get a new flag made with new artwork designed by a child from the primary school.

- e. The Christmas lights are to be PAT tested in May. Cllr Arrand arranging.
- f. Cllr Hemingway to order a dinghy for the pond.
- g. It was confirmed that the Summer Fete arrangements will be the same as 2025. Clerk has contacted the traders and stalls have been booked. Derwent Danceworks are attending.

26079. Village representative update:

- a. Village Hall committee update; Cllr Arrand and Cllr Brown to step down from the committee. Concerns raised by members of the public about the traffic problems caused by the regular bird auction at the village hall. Clerk to contact the Village Hall committee and request that all further auctions are cancelled due to ongoing safety concerns raised despite previous complaints.
- Cllr Richardson gave an update on the Playing Field Association. Some of the play equipment is being removed due to damage and safety concerns. North Duffield Dragons annual football tournaments to take place on 6th/7th June and 14th June. The bowls season has started. It was reported that there is an increase in standing water on the fields as a result of development in the surrounding area and therefore further drainage improvements are required. This will be done w/c 1st June with phase 3 to follow at a later date. Cost for work is in the region of £6300. A fundraising 'Produce Show' is being organised for early September. The next PFA meeting to be held on 11th May.

Finance and Governance:

26080. Financial matters:

- a. Year-end accounts confirmed. As the gross annual income and expenditure is above £25,000 in the financial year 2024/25, North Duffield Parish Council will be external audited by PKF Littlejohn.
- b. Annual Internal Audit Report for 2025/26 complete and noted.
- c. Councillors approved Section 1 – Annual Governance Statement 2025/26.
- d. Councillors approved Section 2 – Accounting Statements 2025/26.
- e. Councillors approved the publication of the documents required by the Accounts and Audit Regulations 2015.
- f. Finance report noted and transactions approved for payment as follows:
Account balance and reconciliation:

		Current Account	Savings Account
a.	Account balances 25th March 2026	£3737.11	£31,766.52
b.	Transactions made since last meeting (approved at the last meeting):		
	Unity; March monthly service charge	-£7.00	
	YLCA; Annual membership	-£512.00	
c.	Payments made since the last meeting under clerks delegated powers:		
	Glasdon; new benches	-£1520.33	
	Scottish Power; village green electricity	-£92.28	
	S Look; April salary	As agreed	
	HMRC; clerks April salary payment	-£23.36	
d.	Receipts since the last meeting:	Nil	
	Unity; Credit interest		£169.95
	Summer fete stall holder receipts	£100.00	
e.	Internal transfer:	£3000.00	-£3000.00
f.	Account balances 29th April 2026	£4109.37	£28,936.47
g.	To approve the following payments:		
	Unity; April monthly service charge	-£7.00	
	S Look; April expenses	-£60.40	
	North Yorkshire Council; Streetlight Maintenance 2025-26	-£235.57	
	North Yorkshire Council; Streetlight energy 2025-26	-£1257.50	
	B Hopper; Internal audit 2025-26	-£150.00	

It was resolved to approve the above payments.

26081. Correspondence:

- a. YLCA White Rose updates and training dates noted.
- b. Parish Liaison April update noted.

26082. Items for the next meeting and meeting close:

- a. Clerk to arrange for the hanging baskets to be made up. Request to be made for one colour to be used to make them stand out more.
- b. Concerns raised about the overgrown hedges on the snicket off Manor Drive that belong to neighbouring properties. Clerk to write to the residents at 31 and 33 Broadmanor to request that they cut them back as they are causing an obstruction. Clerk to also put a general request in Round Up for residents to ensure that their hedges do not encroach onto the pavements.
- c. To add renovation / replacement of the fencing surrounding the water pump to the next agenda.
- d. Councillors confirmed the date for the Monthly Parish Council meeting to be held at 7pm on Thursday 11th June 2026 in the North Duffield Methodist Chapel Schoolroom. The Annual meeting of the Parish to be held on Thursday 14th May 2026 at 7pm in North Duffield Village Hall.

Part 2

26083. Confidential business:

- a. 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.
- b. No confidential matters raised.

Meeting closed at 20.30hrs

Signed:

(Chairman)

Date: