

Whitley Parish Council

1.0 The meeting was opened at 7.00 pm by the Chair Cllr Walton.

2.0 Open Public Forum(OPF) 15th July 2025

- There were no members of the public in attendance of the meeting.

2.2 The Chair closed the open public forum.

Minutes of the Whitley Parish Council Meeting held on 15th July 2025 at Whitley & Eggborough Primary School Building – 03/26

3.0 Present: Cllr Walton (Chair), Cllr White, Cllr Humphrey, Cllr Cole, Cllr Barber, and Clerk to the Council J Hunter.

4.0 Apologies for absence:

4.1 Apologies for absence were received from Cllr Paley.

5.0 Disclosure of interest:

5.1 There were no declarations of interest for items to be discussed during the meeting.

6.0 Minutes of the Whitley Parish Council Meeting held on 17th June 2025:

6.1 It was resolved the minutes were a true record of the Whitley Parish Council meeting held on 17th June 2025.

Action: The Clerk to present to the Chair for signature.

7.0 Matters for information and action as required:

7.1 Fly-tipping Whitefield Lane: The clerk reported a conversation with landowner Tom Bayston regarding incidents of fly-tipping on his land, particularly near Whitefield Lane. Mr Bayston acknowledged the issue is present not only in this location but across several areas of his farmland. He apologised for the delay in responding to earlier correspondence from the Parish Council.

Mr Bayston will investigate the area of land and take appropriate action to clear the fly-tipping.

7.2 Parish Record: The Clerk referred to a document previously circulated at the last Parish Council meeting, which proposed a document retention policy for the Council. Councillors acknowledged the necessity of having such a policy in place

The Parish Council agreed to adopt the proposed document retention policy.

Action: The Clerk to forward a copy of the adopted retention policy to Cllr Humphrey for upload to the Parish Council website.

7.3 Standing Orders and Financial Regulations: The Clerk reminded councillors that both the Standing Orders and Financial Regulations are overdue for review, with most recent reviews dating back to 2017 and 2018 respectively. He noted that the National Association of Local Councils (NALC) has recently issued updated templates for these

documents. In addition, the Clerk highlighted that the review of the Financial Regulations must include an objective assessment of risk, with clear identification of the processes and protocols to mitigate those risks. This review will also consider the budgeting process, how actual expenditure is monitored against budget, and how any variances will be managed within future budget plans.

Councillors acknowledged the need for an updated review in line with current guidance and ensuring that the financial governance arrangements are robust and fit for purpose.

Action: The Clerk will circulate the latest NALC templates for Standing Orders and Financial Regulations, along with a summary of the key points relevant to Whitley Parish Council. Councillors will review these documents ahead of the September 2025 meeting where adoption of the updated policies is intended.

8.0 Correspondence received: The Clerk summarised the details of correspondence received by email or post.

8.1 Emails and correspondence.

- 8.1..1** An email from PC Sarah Ward attaching the North Yorkshire Police newsletter for July 2025 covering the Osgoldcross Ward. The schedule of local community surgeries was noted with the next for the village being at the George & Dragon Public House.
- 8.1..2** An email from the administration manager of Whitley & Eggborough Community Primary School expressing gratitude for the £185 Parish Council donation to the purchase of “Little Traffic People” roadside cones.
- 8.1..3** An email from the North Yorkshire Citizens Advice and Law Centre expressing gratitude for the £100 donation from the Parish Council.
- 8.1..4** An email from a member of a North Yorkshire Group campaigning for the introduction of Average and Fixed Speed Cameras throughout North Yorkshire with a request to share the details of the efforts of the Group with Parish Councillors. Councillors questioned the intentions and objectives of the activities of the group.
- 8.1..5** An email from Up for Yorkshire requesting that the Parish Council share the details of a “Community Transport Team” seeking volunteer drivers to support vulnerable members of the community with limited access to public transport.

- **Social Media**

- 8.1..1** Cllr Humphrey reported that there had been no notable social media activity relevant to the Parish Council’s responsibilities. It was noted that the current vacancy for a Parish Council member had been advertised via the Council’s social media channels but had not generated any response.

9.0 Planning matters: The Clerk provided a summary of the planning applications made in the month for review and consideration by the Council.

- There were no planning applications to consider relevant to Whitley Parish Council.

10.0 Council Finance & Administration:

10.1 RFO Report as at 15/07/2025:

Bank/Account	Income since 1 st April 2025	Expenditure since 1 st April 2025		Current Balance	Notes/Comment
Santander Deposit	13.21			15,566.76	Interest paid monthly
Santander Current Account	6,500.00	5,154.85		7,338.91	No interest
Total Bank Balances				22,905.67	
Less following funds:					
Allocated Funds		Surplus from Crossing Drainage Daffodil Field Notice Board for Templar Close		1,798.71 8,000.00 518.74	
Total Allocated funds				10,317.45	
Parish Council Bank Funds		-Future Development and facility provision –Buildings, ROS & Nature Reserve -Public Liability Insurance -Clerk Remuneration -Donations -Management costs -Repairs -Unexpected/unforeseeable expenditure.		12,589.22	
VAT due for reclaim				4,253.75	
Total Unallocated Parish Funds				16,841.97	

The Clerk presented a cash flow summary, detailing actual receipts and payments up to July 2025. Based on budget expectations and planned expenditure, the estimated year-end balance was noted to be £15,455.34 subject to the accuracy of ongoing budget assumptions.

10.2 Accounts Payable: The following payments were approved for settlement by cheque.

Cheque No.	Payable to:	Amount: £
	G H Fillingham Contractors Ltd	1,166.40
	Pamela Harrison	82.50

- 10.3 Accounts Payable retrospectively:** The following retrospective payments made by bank transfer since the last council meeting were approved.

Cheque No.	Payable to:	Amount: £

10.4 Annual Governance and Accountability Reports (AGAR) 2024/25

- 10.4..1 Internal Audit Report AGAR 2023/24.** The Clerk presented the report of Pam Harrison the internal auditor who indicated there were no issues to report, that the accounts are well kept and provide a clear audit trail.

Councillors noted the content of the report.

Action: A copy of the Internal Audit Report and correspondence from the internal auditor to be published on the Whitley Parish council website.

11.0 Recreational Open Space in Whitley:

- 11.1 Parks and Verges:** The following observations concerning various matters appertaining to the Open Spaces in the Village.

- 11.1..1 Parks & Playground Maintenance:** Councillors reviewed the quotations received for the tree management at various site: £120 for managing overgrown Maple trees at the perimeter of Blackthorn Close Play Area, £600 for removing dead trees in the Nature Reserve, and £280 for crown lifting the Oak Tree in Lee View to prevent overgrowth onto a neighbouring property. The Clerk clarified the scope and cost of each item and Cllr White reminded councillors that prior approval had already been given on the Oak Tree.

The Councillors agreed to proceed with all proposed tree management works as quoted.

Action: The Clerk to instruct the tree surgeon to undertake the approved work at the three locations. The Clerk to contact the residents of Lee View to inform them of the £280 cost of the Oak Tree work and request settlement of their agreed 50% contribution towards this sum.

The Clerk reported a complaint from a resident of Whitley Farm Close whose property borders Daffodil park. The resident previously requested and received tree coppicing several years ago. However, the trees have since experienced substantial regrowth, prompting a renewed request for the tops to be cut back.

The Council noted the concern raised and agreed to assess the current condition of the trees before acting.

Action: Cllr Humphrey will inspect the trees in question and report his finding to the Council at the next meeting.

The Clerk updated the Council on the arrangements for the annual inspection of play equipment and the playground. A qualified contractor based in Ripon, recommended by Selby Town Council, has been consulted. The Clerk shared with them the previous

inspection report from December 2023, which highlighted no significant risks. The contractor noted that, unless conditions have deteriorated notably since then, there appear to be no immediate concerns.

Action: The Clerk to continue with the arrangements with the contractor to carry out the formal annual inspection.

Cllr Humphrey reported that, while Daffodil Park is in reasonable condition following recent grass cutting, it still appears somewhat untidy. He suggested that, should the Community Payback team become available again, they could be usefully deployed to help clean and tidy the park. If not, alternative options such as organising a volunteer group for a weekend clean-up would need to be explored. He also noted that mole activity persists but seems reduced; continued maintenance will be needed to manage the issue.

11.1..2 Nature Reserve: Cllr Cole provided an update on the Nature Reserve, noting that the Yorkshire Wildlife Trust had visited the site and offered a set of management recommendations. These included cutting back overgrown areas, planting native species such as oak (from local acorns), birch, hawthorn, or bird cherry, and managing the grassland with a light cut in August and removal of cuttings. Scrub encroachment, such as dog rose, should be controlled through timely strimming. A summary email of these recommendations is to be shared with councillors.

It was also reported that staff from Monaghan Mushrooms had returned to the site and carried out grass cutting in the open space area.

The Parish Council discussed the long-term maintenance strategy for the reserve, including engaging external contractors to manage vegetation growth. Plans were also discussed for the installation of two benches donated by Monaghan Mushrooms, as well as the possible addition of a picnic bench.

The Council acknowledged the valuable input from the Yorkshire Wildlife Trust and agreed that a formal management plan is needed. Initial development efforts, including the placement of benches, are progressing.

Action:

1. The Clerk will circulate the email from the Yorkshire Wildlife Trust to all councillors.
2. Cllr Cole will consult with Monaghan Mushrooms regarding their timetable for the bench installations and their ongoing involvement in the reserve's maintenance.
3. The Parish Council will seek quotations from contractors for the future maintenance and control of vegetation in the Nature Reserve.

11.1..3 Community Payback Team: Cllr White provided an update on discussions with various Community Payback groups operating under three separate probation services in the region. A common issue identified was the lack of supervisory staff, which is hindering the deployment of teams for community work. Although only a few weekend sessions would be sufficient to address maintenance tasks such as hedge trimming, weeding near Whitley Farm Close, and general tidying, it appears unlikely that support from the scheme will be available in the short term due to these operational constraints.

Councillors considered alternative approaches, including hiring subcontractors or organising volunteer efforts. One suggestion was to distribute a notice to residents near Blackthorn Close, Daffodil Park, and Whitley Farm Close to invite volunteers to help with a Sunday morning clean-up.

Councillors supported this initiative and discussed the longer-term need for regular park maintenance, including hedge trimming at the park entrance, biannual shrub cutting, and small-scale tree pruning.

There was also a broader discussion about the Parish Council's role in fostering community involvement, acknowledging that professional services may ultimately be necessary.

Actions:

- Cllr White will draft a notice inviting residents to participate in a volunteer clean-up event, to be shared on social media and local notice boards.
- A schedule of regular maintenance tasks at Daffodil Park will be established to form the basis for future quotations from contractors.
- Invitations to quote for grounds maintenance work may be posted on the Parish Council's social media pages.

11.1..4 Verge cutting: Cllr White noted that a section of grass verge opposite the pub has not yet been cut. This area falls within the scope of work for the verge maintenance contractor.

Action: The Clerk will contact the verge maintenance contractor to ensure that the uncut area opposite the pub is attended to promptly.

11.2 Other issues or matters to report: Cllr White reported on the £8,000 specific reserve funding provided by North Yorkshire Council. He has contacted HAGS, a playground management service provider, to explore possible improvements or enhancements that could be made to the playground using this funding. He suggested arranging an on-site meeting with HAGS to generate appropriate and practical ideas.

Cllr Humphrey suggested that alternative approaches may be considered using the money to undertake relandscaping within Daffodil Park.

Actions:

- Cllr White will continue to liaise with HAGS and arrange an on-site meeting to develop proposals for the use of the £8,000 funding. Cllr Humphrey will develop some preliminary ideas for landscaping within Daffodil Park.
- Proposed options will be brought back to a future meeting for consideration and approval.

Cllr White informed the Council that he had obtained a quotation of £120 from a local handyman to carry out repairs to the bench located at Whitefield Bungalows.

It was resolved that the handyman be approved to proceed with the repair.

12.0 A19 Safety:

Cllr White reminded councillors of the quotation received for speed humps on Gravel Hill Lane that remains outstanding for consideration by the Parish Council.

It was noted that National Highways continue to deploy their camera van at the bottom of the village.

13.0 A.O.B.

13.1 Cllr White commented on the condition of the notice board on Silver Street that needs to be considered for replacement the cost of which could be covered by grant applications.

13.2 Eggborough Power have three outstanding applications for consideration: the information board in the Nature Reserve, a bench at the Nature Reserve and replacement batteries and pads for the defibrillator.

13.3 Cllr White observed that the sale of the Church remains unresolved.

13.4 Cllr Cole expressed her intention to seek donations to support the funding of vegetation for the planters.

13.5 Cllr White mentioned that the details of Whitley Parish Councillors on the North Yorkshire Council website needs to be updated.

13.6 Cllr White considered that the activities on the Gale Common Motor Cross were particularly numerous in recent weeks.

14.0 Confirm the date, time and place of next meeting: Next Parish Council Meeting:
Tuesday 16th Sept 2025 at 7pm at Whitley & Eggborough Primary School.

Closure of meeting: 09:00 pm