

Minutes of the Annual Meeting of the Council held on 20th May 2025 at 6:45pm in the Village Hall, Main Street, Burton Salmon.

1. **25/26 Appointment of Chairman** - Cllr Foster was nominated and elected as Chairman
2. **25/26 Appointment of Vice Chairman** - Cllr Greene was nominated and elected as Vice Chairman, in his absence, subject to his acceptance
3. **25/26 Declaration of acceptance of office** - Cllr Foster signed the declaration of acceptance of office. Action: Cllr Greene to sign the form at the next meeting, if accepted.
4. **25/26 Present** - Cllr Foster, Cllr Bell, Cllr Burdekin, Cllr Tait, Cllr Walton and Clerk Meir.
Absent - Cllr Pitt and Cllr Greene
Apologies – Resolved: To approve the reason for absence received from Cllr Pitt
5. **25/26 Members of the public – subjects raised** – None
6. **25/26 Declarations of interest** – Cllr Foster declared a family interest in the Yorkshire GREEN project, noted under item 16. 25/26.5 and in planning application ZG2024/1317/FULM considered under item 14. 25/26.
7. **25/26 Minutes of the Parish Council Meeting held on 18th March 2025** – The minutes were approved as a true record.
8. **25/26 Appointment of Council representatives – 8.25/26.1. Burial Committee** – Cllr Greene and Cllr Pitt were appointed as the Council representatives, subject to their acceptance
8.25/26.2. Monk Fryston Education Foundation – Cllr Greene was appointed as the Council representative subject to his acceptance
9. **25/26 Financial Regulations** – Resolved: To approve the updated Financial Regulations.
10. **25/26 Standing Orders** – Resolved: To approve the updated Standing Orders.
11. **25/26 Review of other policies and documents – 11.25/26.1. Code of Conduct** – Resolved: To approve the existing code of conduct.
11.25/26.2. Complaints Procedure – Resolved: To approve the existing procedure
11.25/26.3. Privacy Notice – Resolved: To approve the existing notice
11.25/26.4. Website Accessibility Statement – Resolved: To approve the existing statement.
11.25/26.5. Document Disposal and retention Policy – Resolved: To approve the existing policy
11.25/26.6. Data Audit - Resolved: To approve the updated data audit
11.25/26.7. Publication Scheme – Resolved: To approve the existing Publication Scheme.
11.25/26.8. Joint Burial Committee Terms of Reference – Resolved: To approve the existing terms of reference
11.25/26.9. Biodiversity Policy - Resolved: To approve the existing Biodiversity Policy

- 12. 25/26 Risk Assessment, Assets and Insurance – 12.25/26.1. Risk Assessment –**
Resolved: To approve the updated Risk Assessment
12.25/26.2. Asset Register – Resolved: To approve the updated asset register
12.25/26.3. Insurance – Resolved: To approve the insurance renewal with the existing provider on a three-year agreement at a cost of £503.98
- 13. 25/26 Ongoing matters – 13. 25/26.1. School parking and 20mph limit–** It was reported that the speed survey has been completed and the average speed recorded was 22mph, which means the 20mph speed limit can be implemented. It was been passed to the relevant person at NYC to take this forward.
13. 25/26.2. Street lights repairs and outstanding invoices – It was reported that the replacement of LP6 on New Lane and LP10 on Poole Row will be completed by 14th June. It was reported that NYC will not reduce the amount overcharged for the street light replacements. Resolved: Not to approve payment of the outstanding invoice for the 2023/34 street light maintenance and replacements.
13. 25/26.3. Street cleaning – This has recently been completed and no issues were reported.
13. 25/26.4. Litter picking –It was reported that the litter pickers had been out this weekend and collected 7-8 bags of rubbish.
13. 25/26.5. War Memorial maintenance and Tommy soldier silhouette – It was reported that the area has sprayed with weedkiller and the silhouette has been delivered.
13.25/26.6. Beech Grove parking and garage area – It was reported that the parking has not improved and work has not started on the removal of the garages. Action: Clerk to enquire when the work will commence.
13.25/26.7. Junction at the War Memorial – It was reported that the hedge has not been cut back yet. Action: Clerk to report it on the portal
13.25/26.8. Beech Grove footpath – The work to clear the moss from the footpath has now been scheduled.
13.25/26.9. Planters at the millstone – No update available
13.25/26.10. .gov email – work is ongoing
13.25/26.11. Christmas lights –The cost of hiring motifs from Leeds Lights was considered. Action: Clerk to find out alternative cost of purchasing motifs and installing control equipment to the street lights.
The issue of funding was considered. Resolved: To post on Facebook to gauge interest from the public in sponsoring a motif.
13.25/26.12. Complaint appeal – It was reported that the complainant appealed, which has been considered and it was found that that proper consideration had been given to the complaint and therefore the decision not to move either the bench or the noticeboard has been upheld.
13.25/26.13. Summer Fair funding – North Yorkshire Cllr Tim Grogan has advised that he could provide £1,000 towards to cost of the Summer Fair. Action: Clerk to progress.
13.25/26.14. Recycling bin – It was reported that the recycling bin is well used. Action: Cllr Tait to request feedback
- 14. 25/26 Village Hall – 14.25/26.1. Purchase update –** The Village Hall Trust is progressing the purchase with their Solicitors.
14.25/26.2. Terms of Reference - Resolved: To approve the Village Hall Committee Terms of Reference.

- 15. 25/26 Planning** – Application ZG2024/1317/FULM for the installation and operation of a battery energy storage system on Land to the East of Rawfield Lane was consider and no comments were required.
Application ZG2025/0381/CPE for a lawful development certificate for existing use of a cow shed as a residential dwelling at Woodlands Cottage, Poole Lane was considered and no comments were required.
It was reported that permission was refused for the section 73 application to vary condition 02 (approved plans) of approval ZG2024/0545/HPA for an extension at Meadowcroft, Poole Lane.
It was reported that permission was granted for application ZG2025/0142/HPA for an extension at The Dormers, Poole Lane.
It was reported that permission was granted for the demolition of the garage and extension and construction of a replacement garage and new outbuilding at The Hawthorns, Poole Lane.
- 16. 25/26 Correspondence – 16. 25/26.1. Community Alerts** – The various warnings, alerts advice and information provided were noted.
16. 25/26.2. Rural Services Network – The newsletters and funding bulletins were noted.
16. 25/26.3. Up for Yorkshire – The various community updates were noted.
16. 25/26.4. North Yorkshire Council – The Parish updates and newsletters were noted.
16. 25/26.5. Yorkshire GREEN – The Newsletter and updates about the project were noted.
16. 25/26.6. York and North Yorkshire Combined Authority – The publication of the Police Crime Plan was noted.
16. 25/26.7. Local Government Boundary Commission – The consultation on the draft recommendations for division boundaries in North Yorkshire was noted.
16. 25/26.8. North Yorkshire Council – The Let’s Talk Skills consultation was noted.
- 17. 25/26 Updates – 17.25/26.1. Village Hall Committee** – The Village Fair is being held on Saturday 1st June. The Hall continues to be used for the Coffee morning and Friendship Group meetings.
17. 25/26.2. Village Defibrillator – Nothing to report.
17. 25/26.3. Burial Committee – No update available.
17. 22/23/4. Monk Fryston Education Foundation – No update available.
- 18. 25/26 Finances 2023-24 – 18.25/26.1. Bank signatories** – Work is ongoing to set up Councillors on online banking
18.25/26.2. Reserve Account The application form was signed by two signatories at the meeting. Action: Clerk to submit it.
18.25/26.3. Expenditure – Resolved: To approve the following expenditure items:

Date	Item	£
18 April 2025	Tommy Silhouette	204.95
30 April 2025	Unity Bank charges	£6.00
30 April 2025	Clerk salary and office costs - April	£243.81
20 May 2025	Defibrillator – Annual support costs	£151.20
20 May 2025	Hall Hire 20th May	£20.00
20 May 2025	Council annual insurance	£503.98
20 May 2024	Clerks SLCC membership	£60.00

Date	Item	£
20 May 2025	Clare Smith - Internal Audit	£50.00
20 May 2025	NYC – Street Light Maintenance 22-23	£221.50
20 May 2025	NYC – Street Light Maintenance 24-25	£225.38
31 May 2025	Clerks printing March – March – May 25	£1.20
31 May 2025	Clerk salary and office costs – May 25	£188.05
31 May 2025	Unity Bank charges	£6.00
13 June 2025	Information Commissioners annual fee	£52.00
30 June 2025	Clerk salary and office costs - June	£188.05
30 June 2025	Unity Bank charges	£6.00
07 July 2025	HMRC – PAYE costs quarter 1	£212.60
	Total	£2,370.72

Balance at bank after all approved expenditure and receipt of the first instalment of the precept is £22,444.16

18.25/26.4. Bank Reconciliation – Resolved: To confirm the accuracy of the bank reconciliation.

18. 25/26.5. Budget Report – The report was reviewed and no issues were identified.

19. 25/26 Annual Return 2024-25 – 19. 25/26.1. Internal Audit Report – The internal auditor advised that the Council should note the requirements regarding Digital and Data compliance for next year's AGAR. Action: Clerk to check what action is required.

19. 25/26.2. Annual Governance Statement – Resolved: To approve the Annual Governance Statement.

19. 25/26.3. Annual Accounting Statement – Resolved: To approve the Annual Accounting Statement

19. 25/26.4. Certificate of Exemption – Resolved: To approve the certificate of exemption from external audit.

19. 25/26.5. Exercise of Public Rights – It was noted that the period for the exercise of public rights was set as 3rd June to 14th July.

20. 25/26 Minor Matters – 20.25/26.1. Bin near the bench – A request was made to look into installing a bin near the bench on main Street. Action: Clerk to obtain prices and request permission for one on the opposite lamppost

20.25/26.2. Dog waste bins – It was reported that the dog waste bin on Burton Common Lane is full. Action: Clerk to report.

20.25/26.3. Light Valley Solar Project – It was reported that they are planning to put in underground cables and a public consultation is expected.

21. 25/26 Next meeting - Resolved: The next meeting of Burton Salmon Parish Council will be held on Tuesday 22nd July at 6:30pm