

Brafferton & Helperby Parishioners & Annual Parish Council Meetings Minutes

**Wednesday 21 May 2025
Held in the Village Hall at 7.30pm**

Present: Cllr Nigel Denison (Chairman), Cllr Peter Mitchell, Cllr Mark Darwin, Cllr Steve Lewis, Cllr Andy Gale, Cllr Angela Horner, Roger Clements (Clerk) plus members of the public.

Annual Parishioners Meeting

The Chairman welcomed members of the public (MoP) to the meeting and presented his [Report](#) for the year to 31 March 2025.

The following comments were raised by MoP:

1. What effect might the proposed NYC boundary changes have for the parish council? The Council will move from its current division of Raskelf & Hillside to Dishforth & Dalton. Little effect was anticipated although there would be no continuation with our current NYC divisional councillor Alyson Baker who has provided extremely good support to the Council.
2. What are the plans for the lych gate sloping grassed area above Bridge Street? The bank will be recontoured allowing the street to be widened about .5m. The existing shrubs are likely to be replaced with spring bulbs.
3. A fire had been spotted and extinguished along part of the Back Lane allotments border. Council will investigate.

Annual Meeting of the Council

1. Chairman of the Council
 - 1.1. Nigel Denison was proposed as Chairman and elected unanimously.
 - 1.2. Chairman's Declaration of Acceptance of Office – the declaration was made.
2. Apologies for Absence
 - 2.1. Cllr Deidre Brown and Cllr Alyson Baker (NYC).
3. Vice-Chairman of the Council – Peter Mitchell was proposed and elected unanimously.
4. Declarations of Interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests
 - 4.1. Cllr Lewis declared an interest in 11.7.
5. Chairman's report
 - 5.1. Clerk's retirement - Chairman wished to mark the Clerk's retirement by thanking him for his work for the Council since its formation.
 - 5.2. CIL money had been used to repair the Swale Green fence, to relay the Drury Lane cobbles and to fit a new gate to allotment RR11.
 - 5.3. The village Emergency Plan had been completed and a copy passed to the Easingwold & Villages Community Partnership Group.
 - 5.4. He had attended an allotments management webinar.
6. News from North Yorkshire Council (NYC) – in her absence Cllr Alyson Baker had forwarded information: Bicycle donations were needed for unaccompanied asylum seekers (contact AB direct) , Easingwold Post Office is temporarily closed; NYC Plan consultation is under way; 28 June Scarborough holds its Armed Forces Day, Cllr Baker's next surgery is on 27 June at Galtres Centre 10 to noon.
7. Comments from Councillors
8. Public Forum
 - 8.1. PM update on Bridge Street surface improvement plan. Pledges for donations now over £4,000.
 - 8.2. SL advised that the Community Association AGM was coming up - Chairman requested a team for Xmas tree erection/decoration/lighting and confirmed plan for Swale Green grass cutting in preparation for the Feast.
 - 8.3. PM Described progress on the new panelling and painting in the HVH main hall.
9. The minutes of the last meeting of the Council on 16 April 2025 were accepted as a true record and signed accordingly by the Chairman.

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10. Clerk's report and new correspondence received

- 10.1. Boroughbridge library had requested a grant – Council was minded to make a grant on receipt of a grant application.
- 10.2. Several cllrs were interested in a visit to the Allerton Waste Recovery Park. Clerk to test general village interest in forming a party.

11. Financial matters

- 11.1. End of FY 2024/25 bank reconciliation and Internal Control Review by the Financial Working Group – Cllr Darwin confirmed bank reconciliation and Internal Control Review to be in order.
- 11.2. Clerks' summary of accounts to 31 March 2025
 - 11.2.1. Current Account £3,081.20, Instant Access Account (Reserves) £4,166.05, Instant Access Account (Community Infrastructure Levy) £25,740.99, Total £32,988.24.
- 11.3. Council noted the Annual Internal Audit Report 2024/25 on Page 3 of the Annual Governance and Accountability Return Form 3 2024/25 which showed no adverse comments.
- 11.4. Section 1 - Annual Governance Statement 2024/25 for the Council on page 4 of the Annual Governance and Accountability Return Form 3 2024/25 – **approved** and signed by Chairman and Clerk.
- 11.5. Section 2 - Accounting Statements 2024/25 for the Council on page 5 of the Annual Governance and Accountability Return Form 3 2024/25 – **approved** and signed by Clerk and Chairman.
- 11.6. Publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities by the Council – Council noted that the necessary documents would be displayed on the Council's website.
- 11.7. Grant application from the Helperby & Brafferton Community Association – Cllr Horner proposed a grant of £360 be approved for bouncy castle at the village Feast on 5 July (LGA s137 powers) - **resolved**.
- 11.8. Local Auditor for FY 2025/26 – C & GB Associates, Thirsk.
- 11.9. Financial Working Group membership – Cllrs Darwin, Brown and Lewis.
- 11.10. Bank transaction authorisers and cheque signatories – Cllrs Denison, Mitchell and Darwin.
- 11.11. Council noted or approved payment of accounts received:

11.11.1.	Gallager Insurance	Premium	£1,162.53 (noted)
11.11.2.	S&UDB	Drainage rates	£8.00 (noted)
11.11.3.	C & GB Associates	Local Audit	£156.00
11.11.4.	Swale & Ure Drainage Board	Annual charge	£8.00
11.11.5.	R Revely	Cobbling work	£15,034.80
11.11.6.	M Harland	Allotment RR11 gates	£538.80
11.11.7.	YLCA	Trg Courses (Cllr Lewis)	£73.00
11.11.8.	YLCA	Trg Cse (Cllr Denison)	£27.40

12. Matters for Consideration

- 12.1. Clerk's retirement and terms for recruitment of a replacement
 - 12.1.1. Chairman briefed the Council on the process to be followed: 2 x tasks to be split off Clerk's Job Description (flag raising and management of the Vehicle Activated Sign); documents had been circulated to Cllrs and a Recruitment Privacy Policy was **adopted** - advertising was underway with a closing date of 30 June 25. Interviews would take place in the village hall on 9 July 25 by a 3-person panel comprising Chairman and Cllrs Mitchell and Horner with reserves Cllrs Brown and Darwin.
- 12.2. Pilmoor solar farm Community Benefit (CB) payment – Chairman continues to seek CB from the Pilmoor Grange solar farm developer and believed the Council had been misled

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by the developer. He intended to pursue the original company and the new developer, who had purchased the scheme, and would seek the support of Sir Alec Shelbrooke our MP.

- 12.3. Council meeting dates to May 2026: third Wednesday of each month except 11 June 25 & 10 December 25.
- 12.4. Land & Maintenance committee – Cllrs Denison, Mitchell and Darwin plus co-opted member Dan Knight. Meetings of the committee to be reduced to 2 per year - 5 Nov 25 and 4 Mar 26.
- 12.5. Council Policies and Orders
 - 12.5.1. Amendments were agreed to the Council's Financial Standing Orders, Freedom of Information Policy, General Privacy Notice and Risk Assessments.
- 12.6. To appoint Council representatives:
 - 12.6.1. YLCA Hambleton Branch meetings – Cllrs Denison and Mitchell.
 - 12.6.2. Village Hall – Cllr Gale.
 - 12.6.3. Helperby & Brafferton War Memorial Committee – Cllr Horner.
13. **To receive information on the following ongoing issues and decide further action where necessary**
 - 13.1. Cobbles project – works to Drury Lane completed to a good standard. Consideration given to a cobbles clearing/weeding weekend.
 - 13.2. Neighbourhood Plan – no action to report.
14. **To consider the following Planning Matters**
 - 14.1. Planning Application ZB25/00828/CAT, to remove 2 lower limbs on Cherry Tree at Toft House, Tofts Lane, Helperby – **supported**.
15. **To receive the following Planning Decisions/information**
 - 15.1. Planning Application ZB24/00913/FUL, amended plans for an 8-dwelling development on the Raskelf Road, Helperby - awaiting decision by North Yorkshire Council.
 - 15.2. Planning Application ZB25/00544/FUL, proposed installation of air source heat pump at St Peter's school, Brafferton - awaiting decision by North Yorkshire Council.
 - 15.3. Planning Application ZB24/02089/OUT, outline application to consider access for the construction of 2 x self-build dwellings on land adjacent to the Telephone Exchange, Back Lane, Helperby - awaiting decision by North Yorkshire Council.
 - 15.4. Planning Application ZB24/00913/FUL (amended), proposed residential scheme for 8 units on land to the south of Raskelf Road, adjacent to Balk Avenue, Helperby - awaiting decision by North Yorkshire Council.
 - 15.5. Planning Application ZB23/00771/OUT, outline planning application for 1 x dwelling with all matters reserved except access on land at Brafferton Manor, Brafferton – awaiting decision from North Yorkshire Council.
 - 15.6. Planning Application ZB25/00126/FUL, construction of 27 dwellings including associated infrastructure, open space and landscaping on land off Broad Ford Drive, Brafferton - awaiting decision from North Yorkshire Council.
16. **Closing Matters**
17. Matters for inclusion on the agenda for the next meeting
 - 17.1. Health and safety policy for the council's allotments.
18. The date of the next Council meeting was confirmed as Wednesday 11 June 25.