

Flaxton Parish Council

Minutes of the Parish Council Meeting held on Thursday 17th April 2025 at 7.30pm in Flaxton Village Hall

Parish Councillors Present: Steve Axford (SA)
Ian Craven (IC) Chair
Grace Mook (GM)
Derek Leetham (DL)

North Yorkshire Councillor Present: IC had received an apology from Councillor Goodrick

In Attendance: Anna Jackson (AJ) – Parish Clerk

Public Present:

43/25 To receive apologies for absence and approve reasons given

None.

44/25 To receive declarations of interest and dispensations

- To receive declarations of interest from councillors on items on the agenda

Declarations of interest were received from SA and GM regarding agenda item related to commons code of practice

- To receive written requests for dispensations for disclosable pecuniary interests

None

- To grant any requests for dispensation as appropriate

None

45/25 To confirm the minutes of the Parish Council meeting held on 20th March 2025

RESOLVED: The minutes for the Parish Council meeting on Thursday 20th March 2025, having been prepared and circulated, were agreed to be a true and fair record.

46/25 To receive information about the following ongoing initiatives and decide further action where necessary:

- Village Maintenance activity progress:
 - Benches – Completion still expected by end of April.
 - Gateway painting – No progress yet. Scheduled to begin on 25th April with mobile generator for sanding. Activity for SA with help from DL.
 - Defibrillator telephone box painting – IC had contacted the contractor who hopes to undertake painting in May.

SA to draft a note regarding risk assessments for all maintenance activities.

- Speeding – No update from the Speed Management Protocol. IC had suggested conducting a survey to gather speed and volume data.
- Liaison with NY Highways re protection of The Green – Contact made regarding grips, footpath, and The Green. Awaiting meeting date.
- Closure of the HSBC Business Money account – RESOLVED: DL confirmed the HSBC Business Money Account has been closed and funds moved to Virgin account.

47/25 Public Session – The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions

No members in attendance

Chair's Signature

Date

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48/25 To receive an update from North Yorkshire Councillor Goodrick if appropriate

Councillor Goodrick was not in attendance

49/25 To consider and decide upon any planning applications received:

Applications:

[ZE25/00313/HOUSE | Erection of single storey extension | Leckby House York Lane Flaxton North Yorkshire YO60 7QZ](#)

RESOLVED: The Council was unable to form a decision due to the absence of elevation plans. AJ will respond to the planning authority, accordingly, requesting further documentation before the Council can comment.

Decisions:

None

Updates:

None

50/25 To discuss matters raised by the Parish Clerk/Responsible Financial Officer

- AJ had circulated a bookkeeping spreadsheet to 1st April 2025, which showed the Bank Account balance together with the income and expenditure report including variances to budget. The bank statement was duly signed by the Chair and will be fully checked during the next internal audit. The balance of the current account (less any grant monies held for the table tennis club) is £ 4,028.63. The balance of the frozen savings account is £ 2,136.78.
- RESOLVED: Final preparations were made for the year end 2024/2025 internal audit. AJ to meet with Adrian Lawrence Wednesday 23rd April 2025.
- RESOLVED: AJ to publish the updated budget for 2025/2026 on FPC website.
- RESOLVED: AJ to complete the VAT submission for 2024/2025.
- RESOLVED: All councillors and clerk signed the Virgin money bank mandate.
- RESOLVED: Once the bank mandate has been verified, AJ should obtain a bank card.

To note/approve payment as follows:

- APPROVED: Payment of the annual subscription of £157 to Yorkshire Local Councils Association
- NOTED: To note the salary payment (March 2025) for the Parish Clerk and HMRC contribution.
- APPROVED: Payment to Cllr Craven for the replacement defibrillator battery (£252 including £42 VAT)
- APPROVED: Payment to the Flaxton Community Hall Trust for village hall hire for January and February 2025 (£60)
- APPROVED: To note the payment of £248.40 including £41.40 VAT to Parish Council Websites for the annual website hosting fee.

51/25 To review and update as necessary taking into account insourcing of grass cutting

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- **Asset register** – RESOLVED: AJ to update to include the two Flaxton Rural District Council coats of arms received from Malton Museum.
- **Risk Register** – RESOLVED: Needs to cover all existing risks and those involved grass cutting, including public, employee, councillor, volunteer and contractor liability and any equipment purchased.

52/25 To discuss and agree on the Insurance Policy Renewal requirements (May 2025 renewal)

RESOLVED: FPC agreed to stay with current provider if the price is reasonable, with an expected increase due to the new risks of the grass cutting. AJ will contact the insurance provider to request the renewal quote and ensure that new risks, particularly those relating to common land and grass cutting are included.

53/25 To consider and decide further action, if any, on co-option of a further council member

RESOLVED: Juliet's registration sent. Notice posted for potential election by 1st May. If fewer than ten valid requests are received, the Council will proceed with co-opting the new member.

54/25 To consider and decide further action, if any, on Grass cutting arrangements for the upcoming season

RESOLVED: The Council discussed whether to manage grass cutting internally or hire an external contractor. SA will obtain a quote from a potential contractor and IC will speak to two gardeners who visit the village, IC will print out the NY Council grass cutting specification. Members leaned toward hiring a contractor but also agreed that the optional cost of removing and disposing of cuttings must be considered.

55/25 To consider and decide further action, if any, on DEFRA Common Land Consent Policy

RESOLVED: SA raised the DEFRA policy concerning common land. The policy outlines procedures for complaint handling and requirements for planning permission when carrying out works and placing certain materials on common land. AJ will arrange for the policy to be published and made accessible.

To receive feedback from members on their review of council policies

RESOLVED: SA confirmed that he had completed his policy review. IC had reviewed all policies and made changes to two. AJ will make the relevant amendments. GM and DL committed to completing their reviews by the next Council meeting.

56/25 To report and decide further action, if any, on new correspondence received by the council

- Village hall potholes – The issue of potholes near the village hall was discussed. AJ had sent an email as requested but received a reply indicating that the matter does not fall within the remit of the Village Hall. IC agreed to follow up on this, suggesting that a group consisting of all relevant stakeholders be formed to take responsibility for resolving the issue.

57/25 To receive matters raised by members:

- Continued complaints about dog fouling in the village.

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- A fallen tree near Flaxton Meadows, which the Drainage Board has agreed to remove.
- IC and SA met with Spectrum to discuss upcoming broadband works. They welcomed the improvements and advised on reinstatement requirements, land access, and communication with residents. Spectrum was asked to provide a schedule. Discussions were in a personal capacity; formal council or committee feedback would require further meetings.

58/25 To note agenda items for the next meeting

59/25 To confirm the dates of the future meeting(s) of Flaxton Parish Council to be held in the Village Hall starting at 7.30 p.m.

15th May 2025, 19th June 2025, 17th July 2025.

The meeting closed at 21:00