

Flaxton Parish Council

Draft Minutes of the Parish Council Meeting held on Thursday 16th July 2026 in Flaxton Village Hall

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

North Yorkshire Councillors Present: None

In Attendance: No Clerk was present, IC and DH agreed to draft the minutes

Public Present: 3

71/26 To receive apologies for absence and approve reasons given

None

72/26 To receive declarations of interest and dispensations

- To receive declarations of interest from councillors on items on the agenda
IC declared an interest in planning application ZE26/00563/CAT
DH declared an interest in planning application ZE26/00474/FUL
- To receive written requests for dispensations for disclosable pecuniary interests
None
- To grant any requests for dispensation as appropriate
None

73/26 To confirm the minutes of previous meetings

RESOLVED: The minutes of the Parish Council meeting on 11TH May 2026, having been prepared and circulated, were agreed to be a true and fair record and were signed by the Chair.

74/26 To receive information about the following ongoing initiatives and decide further action where necessary:

Village Maintenance activity progress:

- Speeding/ Vehicle activated signs
 - DH, SA and IC had met and developed tender evaluation criteria
 - The closing date for tenders has passed. Two tenders have been received
 - RESOLVED: IC/SA to meet to evaluate tenders and contact suppliers to clarify their tender information and present findings at next meeting.
- Camera Van locations
 - Nothing to report
- Village emergency plan
 - Nothing to report
- Grass cutting
 - No priority swathe cuts required at present
 - SA reported that The Green will be cut in August 2026
- Village footway clearance

Flaxton Parish Council

Draft Minutes of the Parish Council Meeting held on Thursday 16th July 2026 in Flaxton Village Hall

- Awaiting cut by the Green Gait

75/26 Public Session – The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions

Two members of the public made representations about the complaint regarding tables and chairs being sited on the Green along with other possible planning breaches at the public house.

A member of the public gave an update on the new Village Hall Project and Trustee updates.

76/26 Complaint regarding tables and chairs being sited on the Green outside The Blacksmith's

The Chair proposed that agenda item 9.1 regarding the complaint about tables and chairs outside the public house be brought forward.

RESOLVED: To bring forward item 9.1 as the next item on the agenda.

77/26 Complaint regarding tables and chairs being sited on the Green outside the Blacksmith's (6th June 2026) and subsequent follow up email

NYC Planning Enforcement have received several complaints, including siting of the tables and chairs, regarding possible planning control breaches at the public house and have written to the public house management with advice on the actions required. Individual parish councillors had previously referred information to management regarding planning permissions required in the Conservation Area and on the planning conditions attached to the separation of the public house from the living accommodation behind. This advice had also suggested contacting NYC Planning for clarification.

RESOLVED: Allow the NYC Enforcement process to continue its course as the Parish Council does not have the necessary enforcement powers. DL and IC to discuss the complaint informally with management. Clarify the licensing rules relating to off sales where drinks are purchased in the public house and consumed in an outdoor area that is not in the premises plan.

78/26 To receive an update from North Yorkshire Councillor Goodrick if appropriate

Not present but had contacted the Chair beforehand to offer her support on any matters arising from the meeting.

79/26 To consider and decide upon any planning applications received:

[ZE26/00563/CAT | Removal of 1no. Sycamore \(T1\) | Coronation House Main Street Flaxton North Yorkshire YO60 7RT](#)

RESOLVED: No objection. IC to update Planning Portal.

[ZE26/00474/FUL | Erection of two-storey building for use as Warden's accommodation and machinery storage shed | Flaxton Meadows York Lane Flaxton North Yorkshire YO60 7QZ](#)

RESOLVED: No objection provided that any external lighting does not impinge on Flaxton's dark skies. IC to update Planning Portal.

Decisions/Determinations:

Approved by LPA: [ZE26/00281/HOUSE | Erection of single storey extension following demolition of existing conservatory, remove bedroom window and reposition to gable | Green View Cottage Main Street Flaxton YO60 7RW](#)

Updates:

None

All members of the public had left the meeting by this point.

80/26 To discuss matters raised by the Parish Clerk/Responsible Financial Officer

- Owing to the vacant Clerk and RFO position IC had performed the bank reconciliation and gave the update
- A bookkeeping spreadsheet and bank reconciliation had been circulated to 30th June 2026, which showed the Bank Account balance and the income and expenditure report including variances to budget. The balance of the current account showed £9,588.86.
- The bank statement and bank reconciliation were duly signed by GM and will be fully checked during the next internal audit.
- RESOLVED: To approve the record of electronic payments which was checked and signed by GM and DL
- To note/approve payments as follows:
 - APPROVED: Flaxton Community Hall CIO - Village Hall Hire May 2026 (£20)
 - APPROVED: Flaxton Community Hall CIO - Village Hall Hire June 2026 (£20)
- NOTED: That the invoice for grass cutting (£878.21) was submitted to NYC on 19th June 2026 and had not yet been paid. Last year's invoice was settled on 31st July 2025.
- NOTED: The period for exercise of rights closed on 14th July 2026. No requests to inspect the accounts had been received.
- DH gave an update on the findings of the periodic internal audit review conducted by DH and SA on 25th June 2026:
 - Duplicated minute 33/26 dated 16th April 2026 re payment to Parish Council Websites originally recorded as minute 21/26 on 19th March 2026
RESOLVED: Minute 33/26 to be corrected and signed in the original approved minutes by the Chair and published version to be updated on website
 - Savings Policy needs to be reviewed periodically
RESOLVED: Consider possibility of opening an interest-bearing account at the October meeting when cash flows for VAS should be known and a RFO will have been appointed.
- Responsibility for the review of council policies and procedures:
RESOLVED: Code of Conduct (SA), Financial Regulations (IC), Health and Safety (DH), ICO Publication Scheme (DL), Privacy Notice(s) (GM), Standing Orders (SA), Records Management (IC), Standing Orders (DH), Transparency Code (DL), Equality (GM).
IC to email Word based templates to allow review and possible modifications to be proposed.
- Acquisition of a mobile phone for login verification by Clerk and RFO.
RESOLVED: DH to research cost effective options for a mobile phone suitable for secondary verification and to support the banking application

81/26 To discuss any correspondence received and decide on next action:

- Bus Service Consultation (25th June 2026, closes 19th July 2026)
NOTED: No further action as the consultation does not include the local area.
- NYC Consultation on Submitted Neighbourhood Plans (29th June 2026, closes 12th August 2026)
NOTED: No further action by FPC, but members are free to comment as individuals on both Neighbourhood Plans.

Flaxton Parish Council

Draft Minutes of the Parish Council Meeting held on Thursday 16th July 2026 in Flaxton Village Hall

- Registration to New NYC Parish Portal (30th June 2026)
RESOLVED: Clerk to register FPC as a user.
- North Yorkshire Council Parish Liaison: Parish Precept Arrangements for 2026/27 and 2027/28 (9th July 2026)
NOTED: The process has not changed materially since last year.

82/26 To receive matters raised by members:

- DL had received an email from NYC Electoral Services requesting availability of the Village Hall for next year's council elections and had checked availability with the VH Booking Organiser. DL would respond to Electoral Services along with updating them on contact and key holder details.
- DL raised a concern about being unable to access the PC Banking application. Banking mandate and access to be discussed at the next meeting when a RFO will hopefully have been appointed.
- GM enquired about the cause of the surface marks on the Green in front of Elm Tree Farm. Councillors would inspect.
- IC and SA had met with Spectrum Communications to receive information on their plans to install broadband fibre to serve properties between Glebe Barn and Barney Lane. Green Gait will provide grass seed and topsoil where required.

83/26 To note agenda items for the next meeting

- North Yorkshire Local Area Recovery Strategy – SA to prepare background information for meeting
- Banking mandate and application access rights

84/26 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.

20th August 2026, 17th September 2026, 15th October 2026

85/26 To exclude members of the public and press to discuss confidential matters related to the appointment of a Clerk and Responsible Officer.

RESOLVED: To exclude members of the public and press to discuss the appointment. Note there were no members of the public or press present to exclude at this point of the meeting.

86/26 Clerk and RFO Vacancy

The recent interviews were discussed and a preferred candidate for the role agreed.

RESOLVED: IC to speak to the preferred candidate to offer the position subject to satisfactory references. Contract to be based on the latest model NALC one, starting level SCP 6 reflecting council knowledge and qualification. Other candidates are to be contacted after progressing matters further with the preferred candidate.

The meeting closed at 8.53 pm