

Flaxton Parish Council

Draft Minutes of the Parish Council Meeting held on Thursday 17th September 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: Jon Treacy Parish Clerk/RFO

Public Present: None

101/26 To receive apologies for absence and approve reasons given

Councillor Goodrick / Prior engagement

102/26 To receive declarations of interest and dispensations

- To receive declarations of interest from councillors on items on the agenda
GM/SA declared an interest in item 4.2 Village wide grass cutting
- To receive written requests for dispensations for disclosable pecuniary interests
None
- To grant any requests for dispensation as appropriate
None

103/26 To confirm the minutes of previous meetings

RESOLVED: The minutes of the Parish Council meeting on 20th August 2026, having been prepared and circulated, were agreed to be a true and fair record and were signed by the Chair.

104/26 To receive information about the following ongoing initiatives and decide further action where necessary:

- Speeding/ Vehicle activated signs
 - **Resolved:** IC/DL/SA gave a report of a recent visit to the preferred supplier and it was decided to progress with a speed sign that met the specifications required and to progress with NYC with the placement of posts within the village. The cost of the project is less than the budget agreed during the precept setting process. IC to request a contract from the preferred supplier.
- Village wide grass cutting
 - **Ongoing:** With no definite strategy it was decided to arrange a meeting with NYC Highways, Green Gait members and the Parish Council to establish areas of responsibility for grass cutting/maintenance in the village for 2027. JT to arrange.
- Village footway clearance
 - **Ongoing:** Awaiting cost for the clearance of footpaths in the village

105/26 Public Session – The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions

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- No members of the public present

106/26 To receive an update from North Yorkshire Councillor Goodrick if appropriate
Not present

107/26 To consider and decide upon any planning applications received:

A planning application for a field shelter on York Lane had been received too late to add to the agenda for this meeting but will be discussed and any possible comments will be made as part of the October meeting as the clerk has agreed an extension of the consultation period.

Decisions/Determinations:

ZE26/00585/CAT | Fell 1no. Eucalyptus Gunni, approx. 30ft high. | Cherry Tree Cottage Main Street Flaxton YO60 7RT **No objection from the tree officer**

ZE26/00640/CAT | Fell 1no. dead Lime tree to ground level | Appletrees Barney Lane Flaxton North Yorkshire YO60 7RS **No objection from the tree officer**

ZE26/00524/NOTA | Listed building consent for conversion of roof space into habitable space with 2no. bedroom, bathroom and addition of 3 roof lights **Approved**

Updates:

None

108/26 To discuss matters raised by the Parish Clerk/Responsible Financial Officer

- The clerk/RFO had provided the bank statement, reconciliation paperwork and budget monitor to members up to 31st August 2026.
- The record of electronic payments was accepted and duly signed by GM and DL
- A bookkeeping spreadsheet and bank reconciliation had been circulated to 31st August 2026, which showed the Bank Account balance and the income and expenditure report including variances to budget. The balance of the current account showed £9274.37
- The bank statement and bank reconciliation were duly signed by GM and will be fully checked during the next internal audit.
- To note/approve payments as follows:
 - APPROVED: Final back pay/HMRC contribution for previous clerk
 - APPROVED: Clerk salary for September 2026 including back pay and HMRC contribution
 - NOTED: Direct debit for £47 to ICO for data protection services was paid on the 15th September and will be accounted for in the reconciliation for October's meeting
 - NOTED: Upcoming fee for printer services previously expected to be £1.49 had actually been £3.29 due to increased usage and will be accounted for in the reconciliation for October's meeting. Instant Ink subscription to be increased to 50 pages per month.
- Noted: Payment received from NYC for grass cutting services for £878.21 which will be accounted for in the reconciliation for October's meeting
- Noted: Debit card for sundry expenses received by clerk and RFO. HP printer ink subscription has been transferred to the debit card

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- Noted: The clerk/RFO has been set up for internet/app access to the FPC account
- Noted: Salary increase for the clerk/RFO in line with LGA salary increase 2026/27 from £13.47 to £13.92 which has been backdated to commencement of employment
- Resolved: Approval of the clerk/RFO and Councillor Hudson to become a bank signatory and to remove previous clerk. IC to submit form.
- Resolved: Approval of the clerk/RFO address change with the bank. IC to submit form after signatories have been added.

109/26 To receive updates from members regarding the review undertaken of council policies and procedures:

- Code of conduct: No updates required
- ICO publication: No updates required
- Privacy notice: On-going, clerk/RFO to review points raised by GM
- Standing orders: On-going, clerk/RFO to review questions from SA
- Transparency code: No updates required
- Equality: Resolved / Implementation of a new sexual harassment prevention policy, pro-noun review within the equality policy and a change of wording within the equality monitoring policy was agreed by Councillors. These updates/amendments will be actioned in due course
- Resolved: To ensure policy review dates are logged for future reference/review on the master sheet and remove 'last review dates' from footer of documents.

110/26 To receive update from DH about the acquisition of a mobile phone for the clerk to help with banking and verification purposes

- **Resolved:** Clerk/RFO authorised a maximum of £50 to acquire a phone/Sim card for the purposes of banking access authorisation through use of the debit card for sundry expenses

111/26 To discuss any correspondence received and decide on next action:

- To discuss the incoming legislation for 2027 titled 'Martyn's Law'. It was agreed to note this and to be taken into consideration for any future planning of events that would fall under this legislation, i.e. public participation of 200+ attendees

112/26 To discuss and agree next actions on Local Nature Recovery Strategy

- SA provided a report to members around biodiversity in the area, how it should be taken into account when addressing planning matters, the duty to promote biodiversity as a council and to generally factor this matter into all pertinent council decision making.
- Resolved: A policy update will be suggested by SA to be implemented with the clerk

113/26 To receive matters raised by members:

- Issues with trees on York Lane which will be a discussion item for the meeting requested with NYC Highways (SA)
- Clarity to be sought regards permitted rules for recreational camp sites. (To be discussed at the next meeting)

114/26 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.

15th October 2026 19th November 2026 17th December

The meeting closed at 8.47pm