

Cundall with Leckby and Norton le Clay
Parish Clerk Report
17 March 2026

Since taking up the position of Parish Clerk and Responsible Financial Officer (RFO), my focus has been on gaining a thorough understanding of the parish's operations and governance. Nick kindly gave me a tour of the Parish which has given me a better understanding of the layout of the villages, especially with regard to the Dishforth Airfield/Army properties.

My initial priorities have included becoming familiar with existing council procedures, statutory obligations, and financial regulations, and for a smooth and efficient transition from the previous Clerk, Tim.

During my first couple of months I have:

- Met with Tim and we've updated the bank account mandate.
- Completed arrangements with Lloyds for the Parish Clerk to manage the Parish Accounts. I now have full and online access to the Finances.
- Set up an on line Cash Book for PC accounts.
- Submitted the agreed budget to North Yorkshire Council (NYC). Confirmation of receipt from NYC Finance received on 14th January. Precept is £6016.
- There are 243 properties and 380 voters in the Parish. Works out at £25 per household.
- I have engaged with Hugo Fox, a company that supports building of Community Web Sites and I've created a web site for the Parish Council, there is a need for the PC to review and sign off the content and cost of running it prior to making it 'live' in the near future. It's not the finished article and comments and suggestions are welcome.
- Made NYC aware of the personnel changes within the Parish Council and requested they update their records and proceed to direct important correspondence and information to myself.
- Engaged with NYC on what happens next with regard to filling the vacancies on the Parish Council.
- Attended a Parish Clerk training course with the Yorkshire Local Council Association (YLCA).

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Finances

We currently have a financial balance of £4329.98 in our Parish Bank Account. No receipts - Summary of payments are as follows:

Cundall with Leckby and Norton le Clay Parish Council Cash Book										
No	Date	Payment to	Receipt from	Expenditure	Net	Vat	Total	Balance	Ref	Notes
	01/03/26						£	4469.26		
1	02/03/26	Skelton cum Ure		Contribution to Forum expenses			94.28	4374.98	SCNPC 260215	
2	02/03/26	YLCA		Parish Clerk Training			36.5	4338.48	INV 5191	
3	30/01/26	Lloyds Bank		Bank Service Charge			4.25	4334.23		
4	02/03/26	Lloyds Bank		Bank Service Charge			4.25	4329.98		

Anticipated receipts for the next month include:

Precept - £6016
Locality Budget - £500

**Anthony Wilson
Parish Clerk and RFO
Cundall with Leckby and Norton le Clay Parish Council
16th March 2026**