

Baldersby and Baldersby St James Parish Council

Draft Minutes of the Ordinary Meeting of
Baldersby and Baldersby St James Parish Council
held on **Tuesday 2nd September 2025 at 18:30** at The Mission Room, Baldersby

Attendees: Cllr Hart, Cllr Wilson, Cllr Whitham, Cllr Jones, The Clerk and 12 members of the public.

Prior to the meeting documentation had been signed co-opting Kris Jones as a parish councillor.

Cllr Hart welcomed everyone to the meeting. He paid tribute to Cllr Shaw for all her work over the years on the parish council. He also thanked Mr and Mrs Shaw for their financial contribution to the purchase of the new picnic tables at the children's play area. Cllr Jones was welcomed to the parish council. Cllr Hart also reported on his meeting with the landowners of the children's play area and field. He reported that they were prepared to consider selling the land to a recognised body. Thus, once officially formed, the new Recreation Committee could open discussions with the landowners directly.

2526/034 To receive apologies and approve reasons for absence.

Apologies had been received and were accepted from County Cllr Brown.

2526/035 Declarations of interest

a) To receive any declarations of interest not already declared under council's code of conduct or members Register of Disclosable Pecuniary Interests

b) To receive, consider and decide upon any applications of dispensation

No declarations of interest were declared.

2526/036 To confirm the minutes of the meeting held on 28th July 2025 as a true and correct record.

Resolved: The minutes were unanimously approved by councillors. A member of the public raised a concern that the minutes lacked some detail regarding the discussion on the cricket pavilion, and it was agreed that the current set of minutes would reflect those concerns.

2526/037 To update the meeting following the resignation of the Clerk.

Cllr Hart thanked the Clerk for all his work over the previous 5 years as Clerk and RFO. There was a spontaneous round of applause from those present. The Clerk reported that his notice period ran out on 30th September. An advert had been placed on the YLCA website for the position, but there had yet to be any interest. The Clerk had also advertised the position on the Facebook page for parish clerks and had contacted other local clerks to see if they would be prepared to take over the role. He also asked all those present to ask in the parish if anyone would be interested in the role, which is salaried. He also confirmed he would continue on a monthly rolling basis until a suitable replacement was found, reviewing the position in December if no replacement had been sourced.

C/F

2526/038 To update the meeting on the process for a co-opting a councillor.

Cllr Hart reported that we were now able to co-opt a replacement for Cllr Shaw. If anyone was interested in learning more about the role, they could contact himself or the Clerk.

2526/039 To receive reports from our Ward Councillor and an update regarding the Parish Forum

Cllr Wilson reported that the next forum was due to take place on 2nd October. He noted that County Cllr Brown had a locality budget, which we could apply for a portion of, with a suitable project.

Action: All

2526/040 To receive the Clerks Report.

The Clerk reported as follows.

"As I was unable to submit my report at the last meeting I have reprised and updated it as follows:

It has been a busy period to start of the new year for the Parish Council.

The new children's play equipment has been delivered and is now in place (after a few delivery issues). Thanks to all concerned in making this happen.

The new picnic tables are now in place. Many thanks to Mr and Mrs Shaw for their kind donation to enable this to happen. The insurance has been renewed, to include the cricket pavilion for another year, whilst it's future is determined. There needs to be work done on the pavilion to stop unauthorised access. VAT on the play equipment and the benches has been claimed back. A member of the public would look into the securing of the windows.

Action: MOP

There were no requests from the public to look at the books during the period of public scrutiny. Many thanks to Cllr Shaw for housing the documents during the Clerk's absence.

I enquired about the scheduled roadworks on the A61, and details were published on the village social media.

Highways meetings have continued. Prior to the latest one I wrote to Melisa Burnham at Area 6 raising our disappointment in the lack of progress on numerous long-standing issues.

Finally, after all of our documentation for the previous financial year being lodged with the external auditors, we received confirmation of our exempt status, thus closing the financial year. As you are all aware, following the July meeting, I submitted my resignation. I am now in my contracted two month notice period, which is due to end on 30th September. I would like to thank all the councillors I have worked with over the period of my employment as Clerk and RFO. It has been a pleasure to meet and work with you all and I would like to wish you the very best for your future endeavours working for the benefit of the parish, endeavours that are sometimes underappreciated and undervalued."

Resolved. The Clerk's report was unanimously approved.

2526/041 Financial Matters

a) To approve the bank reconciliation and budget comparison for September 2025.

The clerk had circulated the reconciliation and budget comparison prior to the meeting. The bank balance stood at £6,502.95 with the second half of the precept due at the end of the month. following outstanding cheques being considered. The performance against budget was satisfactory.

b) To approve the Schedule of Payments and Receipts as follows.

Date	Ref	Transaction details	Category	Money In	Money Out
16.5.25	DD	Lottery Grant	Playground	£ 19,999.00	£ -
20.5.25	DD	Pentagon	Playground		£ 11,999.40
28.5.25	DD	HMRC	Salary and related costs	£ -	£ 51.00
28.5.25	DD	K Pettitt	Salary and related costs	£ -	£ 204.00
6.6.25	DD	Hugo Fox	IT	£ -	£ 11.99
10.6.25	DD	HMRC	VAT Refund	£ 4,003.80	£ -
16.6.25	DD	Scottish Water	Sports Pavilion		£ 16.85
27.6.25	DD	Insurance	Insurance		£ 573.37
30.6.25	DD	M Hullah (072)	Grasscutting		£ 266.00
30.6.25	DD	K Pettitt	Salary and related costs		£ 204.00
30.6.25	DD	HMRC	Salary and related costs		£ 51.00
7.7.25	DD	V Shaw	Playground	£ 2,040.00	£ -
7.7.25	DD	Hugo Fox	IT		£ 11.99
8.7.25	DD	Pentagon	Playground		£ 11,999.40
28.7.25	DD	Clerk Expenses	Office expenses		£ 18.00
28.7.25	DD	K Pettitt	Salary and related costs	£ -	£ 204.00
28.7.25	DD	HMRC	Salary and related costs		£ 51.00
14.8.25	DD	HMRC	VAT Refund	£ 412.00	£ -
15.8.25	DD	YLCA	Clerk Advert		£ 20.00
6.8.25	DD	Hugo Fox	IT		£ 11.99
28.8.25	DD	K Pettitt	Salary and related costs	£ -	£ 204.00
28.8.25	DD	HMRC	Salary and related costs		£ 51.00
29.7.25	DD	Pentagon	Playground		£ 1,224.00
29.7.25	DD	Pentagon	Playground		£ 1,224.00
1.8.25	DD	M Hullah (080)	Grasscutting	£ -	£ 160.00
27.8.25	DD	P Whitham	VAS		£ 119.99
2.9.25	DD	Clerk Expenses	Office expenses	£ -	£ 23.50

Resolved: The schedule of payments was unanimously approved.

2526/042 Planning Matters

- a) To discuss planning application 25/02765/DVCON Removal of Condition 3 (Sale of Local Produce Only) of Application Reference 89/04018/FUL at Smithy Farm Shop, Marlpit Lane Baldersby.

Resolved: It was unanimously agreed to submit a response of “No Objection” to this application.

2526/043 Public Participation

A member of the public updated the meeting on the formation of the Recreational Committee. It was proving a time-consuming task getting charitable status. A letter was being distributed, arranging a meeting for those who would be interested in getting involved.

2526/044 To update the meeting on the Cricket Pavilion and Children’s Play Area and to define responsibilities.

This had been covered under the Chairman’s opening remarks.

2526/045 To receive information on the following ongoing issues and decide further action where necessary following the visit by Area 6.

- a) To update the meeting on the situation regarding Marlpit Lane.

An order for plainings had now been submitted by Area 6 Highways.

C/F

- b) To update the meeting on gully cleaning and jetting at Wards Corner.

The aim was to have this completed by the end of September.

C/F

- c) To update the meeting on the condition of footpaths in Baldersby St James, Baldersby and Wards Corner.

Resolved: It was unanimously agreed to spend £250 on clearing the path. Cllr Wilson would arrange for the work to be completed, and The Clerk would inform Highways.

Action Cllr Wilson, The Clerk

- d) To update the meeting on the merging of drainage, sewage, and surface water in Baldersby St James

The aim was to have this completed by the end of September.

C/F

- e) To update the meeting on the dropping of the road surface in Baldersby Garth.

The aim was to have this completed by the end of September.

C/F

- f) To update the meeting on the blocked drain opposite Bretton House

The aim was to have this completed by the end of September.

C/F

- g) To update the meeting regarding the signpost to Baldersby St James at Wards Corner.

The aim was to have this completed by the end of September.

C/F

- h) To update the meeting on the road safety issues entering and exiting the school car park in Baldersby St James.

It was agreed that Cllr Wilson would contact the Headmistress at Darwin School to arrange for her to contact her counterpart at Queen Mary’s regarding speeding parents taking children to that school. He would also ask her if there was any possibility of funds being available for a VAS system in Baldersby St James.

Action Cllr Wilson

The Clerk would ask Highways on whether it was possible for a zebra crossing to be installed, now that the school was open, and also inform the Mayor’s Office that the school was in use, following Cllr Wilson’s meeting with the Deputy Mayor. He would also ask about the use of laser guns to monitor speeding traffic and check whether the current VAS equipment stored speeding data.

Action: The Clerk

2526/046 To discuss the following ongoing items and to decide further actions.

- a) To update the meeting on the operation and the positioning of the VAS equipment.

It was agreed to leave the equipment where it was.

- b) To confirm both defibrillator batteries have been checked.

Both batteries had been checked; one subsequently, following the meeting

- c) To update the meeting on the bi-monthly check of the Playground Equipment.

The equipment had been checked. A member of the public offered to look at the damaged old picnic table to see if it could be repaired.

d) To update the meeting on the parish noticeboards.

Cllr Jones would check with his neighbour to see if the Baldersby St James notice board could be repaired.

Action: Cllr Jones

e) To update the meeting on the use of commuted sums with regard to a fence around the play area.

Resolved: It was agreed to await developments with the Recreational Committee before pursuing. A member of the public would look at potential costings for the project.

2526/047 To discuss the Mission Room

Resolved: It was agreed not to pursue this at the current time.

2526/048 Correspondence

a) To discuss correspondence from a parishioner regarding an overhanging tree and dog waste on the verge.

Cllr Hart would discuss with the member of the public.

Action: Cllr Hart

b) To discuss the requirement for .gov emails for councillors.

Resolved: The Clerk was given authority to apply for 5 email addresses.

Action: The Clerk

c) To discuss booking the annual playground inspection.

Resolved: The Clerk was given authority to book the inspection for £68 plus VAT.

2526/049 Items Raised by Councillors

a) Clearing of pathway from Baldersby St James to Wards Corner

This had been discussed under 2526/045c).

b) Autumn Litter Pick

Resolved: The date was set for October 11th. The Clerk would advertise on the website and arranged for posters to be put up on the noticeboard. He would also liaise with NYC to obtain the equipment, which a member of the public would collect.

Action: The Clerk

c) Potential VAS for Baldersby St James

This had been covered under 2526/045h)

d) Community Fund

Cllr Wilson reported on the availability of the fund. The Clerk would post a link on the website to York & North Yorkshire Combined Authority. Applications need to be in before mid-October. Cllr Wilson would act as contact for this initiative.

Action: Cllr Wilson, The Clerk

2526/050 To confirm the date for the next meeting.

The next meeting would take place on 11th November at 18:30.

The meeting closed at 20:12