

Baldersby and Baldersby St James Parish Council

Draft minutes of the Ordinary Meeting of
Baldersby and Baldersby St James Parish Council
held on **Monday, 11th May 2026 at 18:30** at The Mission Room, Baldersby.

Attendees: Cllr Hart, Cllr Wilson, Cllr Jones, Cllr Bramley, the Clerk and no members of the public.

Cllr Hart welcomed everyone to the meeting.

Agenda

2526/092 To receive apologies and approve reasons for absence.

No apologies were received.

2526/093 Declarations of interest

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

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

No declarations of interest were made.

2526/094 To confirm the minutes of the meeting held on 23rd March 2026 as a true and correct record.

Councillors unanimously approved the minutes.

2526/095 To receive reports from our Ward Councillor and an update regarding the Parish Forum.

No report was received. Cllr Wilson noted that other parishes are grappling with significant highway issues. Several building works are underway in other parishes, alongside an increase in associated planning applications. This is not an issue within Baldersby & Baldersby St James. The Local Plan has a new call for sites. Dishforth has a site identified with many proposed houses; however, parishioners have formed a representative group to oppose this. There are two sites in Baldersby that the parish should be aware of.

Action: Cllr Hart to try to arrange for a parishioner who is a planning specialist to attend the next meeting to inform and educate the parish on planning application responses.

2526/096 To receive the Clerk's Report (Appendix 1).

Since the last meeting, I have completed the 2025/26 audit, which the parish successfully passed. This ensured that the parish remains compliant with the relevant financial and governance requirements and confirms that the council's records and procedures are being maintained appropriately. I have also continued processing and authorising the necessary parish payments to ensure that all accounts remain up to date.

In addition, I have spoken with several candidates regarding the replacement for my Clerk position and have assisted, where possible, to support a smooth transition ahead of my departure. As part of the handover arrangements, I visited the bank to arrange the change of signatories on the parish bank mandate to ensure continuity in managing the council's finances and banking arrangements.

I have also continued to update the parish website to ensure that information remains current, accessible, and compliant with transparency requirements. Alongside this, I arranged for the parish defibrillator to be updated and checked to ensure that it remains fully operational and ready for use if required by the community.

Finally, this will be my last meeting as Clerk to the Parish Council, as my final working day with the parish will be 9 June. I would like to thank Members and the wider parish community for their support and cooperation during my time in the role.

Action: Clerk to share the bank mandate with Councillors for signature.

Public participation

There was no public participation.

2526/097 Financial Matters

a) To approve the bank reconciliation and budget comparison for March 2026 (Appendix 2).

The clerk had circulated the reconciliation and budget comparison before the meeting. The bank balance stood at £12,457.93 after outstanding payments were taken into account.

The performance against budget was satisfactory.

b) To approve the Schedule of Payments and Receipts (Appendix 3).

The Schedule of Payments was approved unanimously.

Action: Clerk to confirm in writing for each grass cut that the invoice matches the stated cut price.

Action: Cllr Bramley to carry out checks on the grass to confirm the cut is as agreed.

c) To discuss the 2026 Commuted Sums funds application.

The clerk reminded the meeting that funds were available for a 2026 Commuted Sums application towards Amenity green spaces and the Village Hall. Councillors agreed that these could be used to purchase a new bench in the parish. The meeting was also reminded that the successful 2025 Commuted Sums application funds had not yet been spent and that there was a time limit on such expenditure. Some funds had not yet been applied for planting.

Action: Clerk to remind the Residents' Association of the successful 2025 Commuted Sums application and to encourage them to begin work before the funds deadline.

Action: Cllr Jones to submit the 2025 Commuted Sums application for planting and green spaces.

d) To approve the Invoice for Restarting Hearts (defibrillator).

Councillors unanimously approved the £125 cost; however, it was noted that the invoice had not yet been received.

Action: Clerk to follow up on the invoice.

e) Approve the insurance renewal quote starting on June 1, 2026.

The Clerk confirmed that the insurance company had been in contact and had provided an extension of our existing policy while they await the underwriter's decision on the pavilion. The Clerk has completed the documents requested by the insurance company and is awaiting the quote, which will then be shared with Councillors for approval.

Action: Cllr Hart and Cllr Bramley to check the pavilion and record these checks via email going forward to ensure accurate record-keeping.

Action: Clerk to share the insurance quote once received.

2526/098 Planning Matters

a) To discuss planning application **DCPARISH 26/01879/DVCON**: Dunelm Baldersby Garth Baldersby North Yorkshire YO7 4PE: Section 73 application for the Variation of Condition 2 (Approved drawings) of Planning Permission 25/04103/FUL (Proposed front extension, loft conversion, alterations to fenestration and driveway widening) to allow for alterations to the front extension depth, increasing it by a further metre.

This application was approved without objection by the Councillors on 11/05/26.

Any further planning applications received before the meeting date will be discussed at the meeting.

2526/099 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 proposed sewage collecting tank installed by NYCC in Baldersby St James.

b) To update the meeting on the bollards which restrict the footpath width on Wide Howe Lane.

c) To update the meeting on the footpath from the Settling Pond, south to Wards Corner (between Humphrey Baulk and The Hergill Lane), which is blocked by overgrowth.

d) To update the meeting on the flashing School signs for Darwin School.

e) To update the meeting on the Ragwort.

Action: Clerk to circulate the update upon receipt from the Highways team.

2526/100 To discuss the internal audit results.

The Clerk confirmed that the audit has been completed and that the results have been posted on the website.

2526/101 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.

The VAS was moved on 1 March and will continue to be moved every 3 months or so by Cllr Bramley. Councillors agreed that Cllr Bramley should have an assistant with him each time he moves the VAS.

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

Both defibrillators are working successfully and were checked by the installer on 12 April.

Action: Cllr Bramley will continue to check the defibrillator in Baldersby, and Cllr Jones will check the defibrillator in Baldersby St James before each meeting.

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

Action: Cllr Hart to contact the parishioner who regularly checks the playground equipment for an update on it.

2526/102 Correspondence

a) There has been correspondence regarding the vacant position of Clerk & RFO.

Cllr Wilson has circulated information about the vacancy at the parish forum.

Action: Cllr Jones to inform the church forum of the vacancy.

Action: Cllr Bramley to advertise the clerk vacancy in the Baldersby Blather.

2526/103 Appoint the council representatives to the local YLCA Branch

a) Representatives' details shared to enable YLCA to update their database.

This item was discussed during the Annual Parish Meeting. Councillors appointed were Cllr Wilson and Cllr Jones.

2526/104 Items Raised by Councillors

a) Memorial for Colin Benson.

The parish council was grateful to receive a £317 donation from the family of Colin Benson, collected at his funeral. Councillors voted to place an engraved plaque on the bench in Baldersby where Colin used to sit, as a memorial to him. Councillors debated whether a new bench should be purchased using Commuted Sums and whether it should be commissioned by a parishioner who is a joiner.

Action: Councillors to obtain the costs of an engraved plaque and share this information to commission the work.

Action: Cllr Hart to contact the parishioner who is a joiner to obtain a quote for a new bench and to refurbish the existing bench.

b) Community defibrillator training.

Cllr Jones confirmed that the church in Baldersby St James will host the defibrillator training. The selected date is Tuesday, 7th July 2026.

Action: Clerk to confirm the training date with the defibrillator installer. Once confirmed, it should be posted to the parish website.

c) Use of historic telephone boxes.

Councillors unanimously agreed to approve a parishioner's offer to maintain the telephone boxes and convert them into a community library.

Action: Cllr Bramley to contact the parishioner to confirm approval for use.

d) Councillor vacancy.

As there were insufficient requests to hold an election, the parish council can co-opt another Councillor.

Action: Clerk to add Cllr Hart as an additional contact for any interested parishioner for the position of Councillor.

e) Clerk vacancy.

The Clerk confirmed that the last day of employment will be 9 June 2026. The Clerk also advised that the parish-owned equipment includes a laptop and a phone. At present, the Clerk uses their own laptop and phone and must reclaim any phone calls. This is in addition to an external hard drive for saving files, which was inherited from the previous Clerk; however, this is not a secure method, and the parish should migrate to saving files in the Cloud. This would enable all Councillors to access the files should the Clerk be indisposed or the hard drive be lost.

Action: Councillors to discuss equipment for the clerk at the next parish meeting.

2526/105 The next meeting is scheduled for 13th July 2026.

- 21/09/2026
- 23/11/2026 (Precept meeting)

The meeting closed at 8:26 pm.

Alexie Heath Noel

**Alexie Heath-Noel
Parish Clerk and RFO
19/05/2026**