

ULLESKELF PARISH COUNCIL

Ulleskelf Village Hall, Main Street, Ulleskelf, LS24 9DU
e-mail: clerk@ulleskelfparishcouncil.gov.uk

Draft Minutes from the Annual Meeting of Ulleskelf Parish Council held on Thursday 8 May 2025 at 7.15pm at Ulleskelf Village Hall.

Present: Cllr P Spink, A Lowe, A Haw, T Smith, D Parkes, G Morfitt, J Adamson.

Apologies: None.

In attendance: Deborah Marshall (Clerk to the Parish Council)

Guests: None.

Four members of the public were in attendance.

001/26	To elect a Chairman of the Council for the 2025-26 municipal year and to receive the Chair's signature on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council.
	Cllr Spink was proposed by Cllr Smith, seconded by Cllr Lowe. All in favour.
	Resolved: That Cllr Spink be elected as Chairman and the Declaration of Acceptance of Office be signed.
002/26	To elect a Vice-Chairman of the Council for the 2025-26 municipal year
	Cllr Lowe was proposed by Cllr Spink , seconded by Cllr Parkes. All in favour.
	Resolved: That Cllr Lowe be elected as Vice-Chairman.
003/26	To receive apologies and approve reasons for absence
	None.
004/26	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting
	None received.
005/26	Public Open Forum
	Four members of the public were in attendance. Carl Clayton attended the meeting to present an outline plan for the construction of six dwellings on his land opposite Middleton Terrace. The dwellings will be six semi-detached properties with off-street parking. Three members of the public attended the meeting to discuss the traffic issues at LEA and receive an update on any progress from the Planning Consultants and on the agreed Letter before Action.
006/26	To approve the minutes of the last Meeting of the Council held on 10 April 2025 as a true and accurate record
	Resolved: That the minutes from the Ordinary Meeting on 10 April 2025 be approved and a true and accurate record.

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007/26	Update on ongoing matters
	<ul style="list-style-type: none"> • Cllr Spink reported that a speculative date for end of June has been provided by NYC Highways for the repair of New Road. • Cllr Lowe has received no response on street name signs from NYC. • Cllr Spink will ensure the flag is lowered for VE Day. • Cllr Smith now has the dog mess stencil and spray.
008/26	Administration & Governance
i.	To elect Parish Council members to the following working groups and organisations: LEA, SADRUG, YLCA & North Yorkshire Council Liaison.
	LEA: Cllrs Adamson, Morfitt and Smith. SADRUG: Cllr Spink , YLCA: Cllrs Spink and Lowe, NYC: Cllr Spink
	Resolved: That the named Parish Councillors be elected to the above groups and organisations.
ii.	To approve the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
	The proposed date are: Thursday 12th June, 10th July, 14th August, 11th September, 9 th October, 13 th November, No meeting December, 8 th January, 12th February, 12th March, 9th April, 14th May.
	Resolved: That the above meeting dates be approved.
iii.	To review the following polices and governance documents:
a.	Standing Orders
	The Clerk circulated the updated NALC Model Standing orders with amendments to section 18 regarding procurement and 14 regarding the Code of Conduct.
	Resolved: That the updated 2025 model Standing Orders be adopted by the PC.
b.	Financial Regulations
	There were no proposed changes to the Financial Regulations
	Resolved: That the current Financial Regulations be approved.
c.	Code of Conduct
	There were no proposed changes to the Financial Regulations
	Resolved: That the current Code of Conduct be approved.
009/26	Annual Governance & Accountability Return 2024-25
i.	To consider the Internal Auditor’s Report 2024-25
	The Internal Auditor’s report had been circulated. No areas of concern were found regarding financial management or governance.
	Resolved: That the Internal Auditor’s report be accepted.
ii.	To approve S1 AGAR 2024-25 Annual Governance Statement
	The S1 AGAR was circulated prior to the meeting.

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	Resolved: That the S1 Annual Governance and Accountability Return (AGAR) Annual Governance Statement 2024-25 be approved and signed by the Chairman of the meeting and RFO (Clerk).
iii.	To approve S2 AGAR 2024-25 Accounting Statements
	Resolved: That the S2 Annual Governance and Accountability Return (AGAR) Annual Governance Statement 2024-25 be approved and signed by the Chairman of the meeting and RFO (Clerk).
iv.	To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2025.
	Resolved: That the period of the Exercise of Public Rights for year ended 31 March 2025 will commence on Tuesday 3rd June until Monday 14 July 2025.
010/26	Street lights
	i. Faults – To receive reports on any new faults
	No new faults to report.
	ii. Redundant lamp posts – to receive an update on the removal of posts LP18 and LP43
	Cllr Morfitt confirmed that the lamp posts LP18 and LP43 have now been removed.
	iii. 2022-23 outstanding invoice – to consider the costs and maintenance schedule
	The Clerk circulated the schedule of works provided by NYC.
	Resolved: That the 2022-23 streetlights maintenance invoice from NYC be paid.
011/26	Sports field / Recreation facilities
	i. Children’s play area – To receive the monthly update - PS/GM
	No issues were found in the most recent inspection.
	ii. Sports field
	a. To consider a request from S&S for a contribution towards insurance costs
	The copy of the invoice for £1,233.55 for the S&S annual insurance was submitted to the PC together with a copy of the S&S constitution and the Annual Accounts YE August 2024.
	Resolved: That the PC donate £1,233.55 to Ulleskelf Sports and Social.
	b. To receive an update on the broken fence (PS)
	Cllr Lowe reported that damage to the fence is worsening. Cllr Morfitt said he would see if a temporary repair could be carried out until the housing developer is able to provide a full fix.
	c. To receive any other updates - All
	Cllr Spink reported that Ulleskelf Football Club had given the PC an annual contribution of £500 for the use of the Sports Ground facilities. The owner of the

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		stone piles in the car park is still being investigated.
012/26	Village amenities	
	i.	To receive an update on the Sportsfield planter
		Cllr Adamson is in discussion with a potential volunteer. It was proposed that if the volunteer declines, that residents at West End be contacted.
	ii.	To consider the response from Clear Councils on volunteer weed spraying
		Clear Councils advised the PC that volunteers cannot be covered for the use of industrial chemicals or the undertaking of hazardous works. It was noted that Bell Lane has an increasing number of weeds. Cllr Spink agreed to contact Godfrey Adamson to arrange removal.
013/26	Highways and Streetscene	
	i.	Village Entry Gateways – To receive an update on install
		The gateways have been delivered to NYC’s Selby depot and a date for installation is being awaited.
	ii.	West End Approach – to receive an update on mirror install
		Cllr Spink confirmed that the mirror has now been installed.
	iii.	Vehicle Activated Signs
	a	To consider a quote for a data-collecting VAS at West End Approach (Cllr Adamson)
		Cllr Adamson circulated a quote for a data collecting VAS from SWARCO at a cost of £4,362.50 exc VAT. It was queried whether a VAS that does not collect data would be cheaper. Cllr Adamson said she would liaise with NYC Highways and return with a quote at the next meeting.
	b	To receive an update on locations at Poppyfields for the relocation of existing VAS (Cllr Haw)
		It was agreed that the repositioning of the existing VAS would be deferred after the new VAS has been purchased.
014/26	Sports and Social Club -	
	i	Councillor surgery – To receive any feedback
		Cllr Parkes said he had attended the most recent Sports and Social Event and there were no issues raised by the public.
	ii.	Updates – To receive any updates - S&S
		Nothing to report.
015/26	Leeds East Airport	
	i.	Working group – To receive an update
		Cllr Smith circulated a draft EIR Response to North Yorkshire Council. The wording was approved with the agreement that the Clerk would send the response on

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		letterhead to Martin Grainger cc Sir Alex Shelbrooke and Cllr Andrew Lee.
	ii.	Planning consultancy fees – To approve latest invoice – All
		An invoice totalling £3,214 had been received consisting of £324 for the preparation of the Letter before Action and £2,800 for the prepayment of legal counsel. The Clerk advised the PC that only £3,405 remained in the budget for planning consultancy fees. It was proposed that an additional £2,200 be added from the PC’s General Reserve.
		Resolved: That the invoice of £3,214 be approved for payment and £2,200 be added to the Planning Consultancy budget from the PC’s General Reserve.
	iii.	Developer funded footpath (Dorts Crescent) – To receive an update - PS
		It was proposed that Clerk contact Bellway to investigate the £80,000 that was proposed for the funding of a footpath and a small children’s play area.
	iv.	Other – To receive any other updates
		Nothing to report.
016/26	Ulleskelf Railway Station	
	i.	Selby and District Rail Users Group – To receive any updates from the group – Neil Cowan/PS
		Nothing to report.
	ii.	Ulleskelf Rail Services – To receive an update on the 2025 timetable – PS
		Cllr Spink reported that the two extra services proposed in the December timetable update aren’t particularly useful and not as requested. SADRUG will continue to push for more. It has been requested that Ulleskelf be included on the replacement bus route whilst the line is being upgraded. Neil Cowan is carrying out an analysis of the rail services.
017/26	Planning	
	i.	To consider any planning applications received
		It was agreed that the PC’s standard response be provided on all of the below applications for Leeds East Airport: ZG2025/0361/FULM- Change of use of garages from aviation use to motor vehicle service, repair and storage use, and retention of modular office building and use of land for storage of bottled gas (retrospective) ZG2025/0367/COU Change of use of building to car showroom (retrospective) Section 73 application to remove condition 01 (limited period) of approval 2020/0324/COU Proposed change of use of land and buildings in order to facilitate office, storage and workshop uses.

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	ZG2025/0372/FULM- Erection of building to be used for motor vehicle preparation in connection with outdoor storage (retrospective)
	ZG2025/0374/COU- Change of Use of land from general airfield usage to Motorcycle Training Area (retrospective)
	ZG2025/0373/FULM- Retention of New aviation Hangar and Fire Station ancillary to aviation use (retrospective)
	ZG2025/0289/HPA- Erection of ground and first floor side extension- 16 Cawood Crescent, Church Fenton, North Yorkshire – No objections.
	Resolved: That the PC’s standard response be provided.
	ZG2025/0289/HPA- Erection of ground and first floor side extension- 16 Cawood Crescent, Church Fenton.
	Resolved: That there be no objections to the above residential application.
	ii. To note any planning decisions
	None.
018/26	Finance
	i. Bank reconciliation – To review and confirm the bank reconciliation to end April 2025.
	Resolved: That the Bank Reconciliation to end of April 2025 be approved. Closing bank balances at 30 April 2025 were £129,510.47.
	ii. Receipts and payments – To note monies that have been received and approve and authorise expenditure items on the report - All

Supplier	Description of goods	Cost	VAT	Total
Deborah Marshall	Clerk Salary & WFH Allowance April	£548.13	£0.00	£548.13
Glasdon UK Ltd	6 x Village Gateways	£4,907.55	£981.51	£5,889.06
Clear Councils	Annual Insurance	£1,518.72	£0.00	£1,518.72
NYC	Streetlighting Maintenance 2022-23	£1,131.49	£226.30	£1,357.79
P Spink	Mileage	£12.60	£0.00	£12.60
Network Rail	Bus Shelter Rental 2024-25-26	£84.52	£16.91	£101.43
EDF Energy	MUGA Electricity	£47.68	£2.38	£50.06
TalkTalk	Village Hall Broadband	£25.11	£0.00	£25.11
Unity Bank	Monthly Service Charge	£6.00	£0.00	£6.00
County Planning Ltd	Planning and legal fees	£3,124.00	624.80	3,748.00
		Total to pay		£13,257.70
Receipts				
HMRC	2024-25 H2 VAT Refund	£1,825.68	£0.00	£1,825.68
Ulleskelf Football	Annual Contribution	£500.00	£0.00	£500.00

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Club				
Unity Bank	Interest	£0.30	£0.00	£0.30
NYC	H1 Precept	£15,237.50	£0.00	£15,237.50
Redwood Bank	Interest	£208.87	£0.00	£208.87
C Burton	Garage Rental	£40.00	£0.00	£40.00
				£17,812.35

	Resolved: That the above payments be approved and the receipts be noted.
iii.	Budget report – To consider the 2025-26 budget v spend
	Resolved: That the budget v spend month ending 30th April be noted.
iv.	CIL - To consider the 2024-25 and 2025-26 CIL allocation to infrastructure spend
	The Clerk circulated a report with assets purchased in 2024-25 that can be allocated to CIL: Play Bark: £449.33, Pavilion: £32,028.00, VAS: £5,977.00, Village Hall Acoustic Funding: £3,000.00, Defib Batteries and pads £856.55, MUGA Signage and Pavilion Stickers £222.47, Tree Canes and Spirals: £218.97, Traffic Mirror and Pole: £232.00. Furthermore, the following items expected to be purchased in 2025-26 be allocated to CIL: Litter bin: £450.00, Flagpole & Install: £520.00, Gateway Signs and Install: £6,995.00. Christmas light lampost cells: £6,556.00, VAS: £6,362.50.
	Resolved: That the above items totalling £42,984.32 purchased in 2024-25 be allocated to CIL and the above items totalling £20,883.50 be allocated to CIL in 2025-26.
v.	Donation – To consider a donation to St Leonard’s Hospice in memory of Cllr Gary Burton
	Cllr Spink proposed that the PC donate £150, seconded by Cllr Lowe. All in favour.
	Resolved: That a donation of £150 be made to St Leonard’s Hospice under S137.
019/26	Training
i.	To receive an update on Parish Councillor training
	It was confirmed that no Councillors had booked or undertaken any training since the training schedule was circulated. Councillors were reminded of the Role of Clerk session taking place on 29 th May. The Clerk said she would recirculate the training schedule.
020/26	Correspondence
i.	Public organisations – To note newsletters and bulletins
	Resolved: That the correspondence be noted.
ii.	Miscellaneous – To note any correspondence
	Resolved: That the correspondence be noted.
021/26	Minor matters and agenda items for the next meeting – All
	None.
022/26	To confirm the date of the next meeting - All

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	Resolved: That the next Ordinary Meeting of Ulleskelf Parish Council will take place on Thursday 12 th June at 7pm.
Close	With no further business the Chairman declared the meeting closed at 21:47.