

ULLESKELF PARISH COUNCIL

Ulleskelf Village Hall, Main Street, Ulleskelf, LS24 9DU

Email: clerk@ulleskelfparishcouncil.gov.uk

Minutes of the Annual Parish Council Meeting held on Thursday 14th May 2026 at 7.00pm at Ulleskelf Village Hall

Present: Cllr J. Adamson (Chair), Cllr D. Parkes, Cllr F Collins and the Clerk.

One member of the public was in attendance

The meeting opened at 7.19pm

MINUTES

16/27 To elect a Chair of the Council for the 2026-27 municipal year and to receive the Chair's signature on the declaration of acceptance of office

**Resolution: To elect Cllr J. Adamson as Chair to the Council for the 2026-27 municipal year.
Cllr Adamson signed the declaration of acceptance of office**

17/27 To elect Vice-Chair of the Council for the 2026-27 municipal year.

Resolution: To defer the election of the Vice Chair to the next meeting

18/27 **APOLOGIES**

To receive apologies and consider accepting the reasons for absence

Apologies were received from Cllr I. Caruana, Cllr T. Smith and Cllr D. Bailey

Resolution: To accept the reasons for absence

19/27 **DECLARATIONS OF INTEREST**

To receive 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

20/27 **PUBLIC OPEN FORUM**

The Council received the following comments from electors:

- **Suggestions were made to improve the appearance of the two brick-built bus stops. The Parish Council confirmed that this is already included on the current list of works to be considered.**
- **Concerns were raised regarding the A162/Raw Lane junction and the difficulty for heavy goods vehicles manoeuvring safely due to the road width. It was agreed that a letter would be sent regarding these concerns.**

21/27 **MINUTES**

To approve the minutes of the Parish Council meeting held on the 9th April 2026 as a true and accurate record

Resolution: To approve the minutes of the meeting as a true and accurate record

22/27 **GOVERNANCE**

i. To appoint any committees, working groups or representatives for the 2026-27 year. (SADRUG, YLCA representatives etc)

- **SADRUG Representative; Neil Cowan**
- **No representative appointed to Yorkshire Local Councils Associations**
- **No representatives appointed to the Flood or Wildlife Groups.**

It was discussed that the Clerk will prepare a list of all village groups, including the relevant group leads and contact details. A village groups meeting will also be arranged later in the year.

- ii. To review the following policies:
 - a. Standing Orders
 - b. Financial Regulations
 - c. Councillor Code of Conduct

Resolution: Following review, Council approved the policies with no amendments

23/27 ANNUAL FINANCES

- a. To consider the assertion 10 checklist, transparency code checklist, data audit and approval of data breach procedures

Resolution: Council noted the completed Assertion 10 Checklist, Transparency Code Checklist and Data Audit, and approved the Data Breach Procedures

- b. To consider the Internal Auditor's Report 25/26

Resolution: Council considered and noted the Internal Auditor's Report for 2025/26

- c. To consider and approve responses to the Annual Governance Statement 25/26, and for the Chair and Clerk to sign

Resolution: Council approved a 'Yes' response to all assertions within the Annual Governance Statement 2025/26, and the Statement was signed by the Chair and Clerk

- d. To consider approval of the Accounting Statements 25/26 and for the Chair to sign

Resolution: Council approved the Accounting Statements 2025/26, which were duly signed by the Chair

- e. To receive and consider the bank reconciliation 25/26 and analysis of variances for submission and publication

Resolution: Council considered the bank reconciliation for 2025/26 and the analysis of variances and approved their submission and publication

- f. To confirm the period for the exercise of public rights for 25/26 as the 3rd June 2026 to the 14th July 2026

Resolution: That the period for the exercise of public rights for 2025/26 be set as 3rd June 2026 to 14th July 2026

- g. To receive and consider the reserves closing balances 25/26

Resolution: The Council noted the closing reserve balances as follows: Streetlighting Repair and Replacement £16,761; CIL £18,021.59; Flood Group £38.76; Infrastructure Improvements £50,000; and General Reserve £17,628.01.

24/27 HIGHWAYS MATTERS

- a. To receive and consider an update on the Busk Lane speed limit change request

Resolution: Council noted the North Yorkshire Council mapping for the proposed 30mph zone on Busk Lane and the requirement for North Yorkshire Council to make a Traffic Regulation Order prior to implementation

- b. To receive and consider the response from highways on recent resurfacing

The response from Highways regarding the recent surface dressing works was received and considered. Concerns were raised that the condition of Church Fenton Lane and Main Street has deteriorated, including undulations, pooling water and increased noise from HGVs. Further concerns were expressed regarding the recent surface dressing works on Church Fenton Road and the impact of additional traffic during the closure of Church Fenton.

Resolution: Clerk to write to North Yorkshire Council and escalate concerns to County Cllr Lee and the local MP, as the response from Highways was considered dismissive and inadequate.

- c. To receive and consider updates on any other highways matters and to resolve any actions arising

Discussion took place regarding potential parking issues within the village should the Bell Lane housing development receive permission, including concerns around construction traffic parking. Possible measures discussed included yellow lines and the introduction of parking permits. The Clerk will investigate available options.

25/27 SPORTSFIELD/RECREATION FACILITIES

a. To note any updates

None

b. To consider maintenance at the playpark

Cllr Adamson and Cllr Lowe were thanked for tidying the playpark and trimming the bushes. It was noted that additional bark is required and that some studs are missing from the climbing equipment, with potential rotting wood also identified.

The mural, originally painted by the Sports & Social Club, is flaking and requires repainting.

Resolution: The Clerk will contact the Sports & Social Club to enquire whether they would be willing to repaint the mural, with the Parish Council funding the materials. The Clerk will also seek advice regarding any remedial repair works required.

26/27 VILLAGE IMPROVEMENTS

a. To receive and consider feedback from the recent village walkabout and any required actions

The Clerk reported that discussions have taken place with the railways regarding permission to replace the bus shelter, with confirmation still awaited.

Potential planting schemes and planters within the village were discussed, together with the possibility of using an external company to undertake planting works. It was suggested that the proposed plans be shared with the Wildlife Group, once complete.

Concerns were raised regarding the fencing leading up to the railway bridge and suggestions made to improve its appearance through planting. Concerns were also raised regarding the appearance and safety of the Yorkshire Water pumping station gate and fencing adjacent to the Memorial Garden.

The possibility of additional benches and trees at the sports field was also discussed.

Resolution: Cllr Collins will prepare a proposed planting plan and costings for consideration at the next meeting. The Clerk will investigate any permissions required for planter locations, establish ownership of the fencing near the railway bridge, contact Yorkshire Water regarding possible improvements to the pumping station fencing, and contact the landowner regarding the provision of benches and additional trees at the sports field.

b. To consider quotations for a mural on the New Road bridge

The Clerk reported that North Yorkshire Council, as confirmed owner of the bridge, has declined permission for a mural, flat colour finish, or the addition of attached planters.

It was also noted that a resident has raised an objection to the proposal, citing a lack of wider consultation. The Clerk advised that the original idea had been identified through resident survey feedback.

Resolution: The Clerk will contact County Cllr Lee and the local MP to seek whether any further improvement options may be possible.

c. To consider any updates on a potential footpath link between the two sides of the village

The Clerk advised that the land in question is the responsibility of North Yorkshire Council as highways authority, and therefore the Parish Council cannot install a pavement or footpath without their permission.

Cllr Adamson has written to the MP, who advised raising the matter with North Yorkshire Council and County Cllr Lee. The Clerk has also written to the Highways Manager to highlight the growing concern and request clarification on feasible options.

Discussion took place regarding potential alternative routes, including a possible footpath across airport land to improve access to the café, subject to landowner agreement, and the potential for a cycleway scheme.

27/27 POLICY & PROCEDURE

a. To receive an update on broadband costs and alternative options

The Clerk reported that Quickline Communications had confirmed there is currently no free option available, with business packages offered on 24-month contracts.

The Clerk has also contacted Airband and is awaiting a response.

Enquiries have been made with other providers including BT, Vodafone, and Virgin, however no suitable free options have been identified at this stage.

b. To consider insurance renewal for 2026/27 and approve cover following review of quotations
Resolution: To approve the insurance renewal with Clear Council at an annual cost of £1558.81.

28/27 COMMUNITY GROUPS

To receive and consider any reports from the following groups:

a. Sports and Social - To receive feedback from the Councillor surgery (DP)

No matters were raised at the recent session

b. Flood group – it was noted that the group currently holds a balance of £38.76, with invoices totalling £225. It was resolved that the remaining balance of £187.76 can be taken from the allocated budget of £1,875.

It was reported that a Flood Group meeting will be arranged, at which the risk assessment and Terms of Reference will be considered.

c. Wildlife group – To consider approval of initial group expenditure

The Clerk reported that £106.12 (gross) has been spent on gloves, seeds and tools from the agreed list, with prior Chair's approval. Members agreed to reimburse this expenditure.

The remaining items on the agreed tool list were discussed, estimated at approximately £305.50 (gross), excluding delivery costs and based on highest quoted prices. Approval was given for the Wildlife Group to proceed with expenditure within the £1,000 grant allocation.

Storage of equipment was discussed, with agreement that tools may be stored with the Group Lead. Cllr Adamson will retain access in the event of any works during the Lead's absence.

Potential orchard planting was also discussed as a longer-term idea, subject to identification of suitable land, including consideration of private land ownership.

Resolution: To approve reimbursement of £106.12 to the Clerk and to approve expenditure of the remaining Wildlife Group grant allocation as outlined.

d. Selby and District Rail Users Group – no updates

e. Combined meeting – To consider any actions arising from the recent meeting

The Clerk reported that an events calendar has been added to the website and meeting notes have been circulated. Information was also provided from YLCA and the internal auditor, advising that due to statutory requirements and copyright considerations it is not recommended for third parties to have direct access to the Council website.

The events calendar will therefore be used as a centralised platform, with the Clerk inputting all village group events in one location.

Resolution: It was agreed that all events and communications will be managed by the Clerk.

f. Fellowship group – To consider approval of a contribution towards fellowship lunches

To consider approval of a contribution towards Fellowship Group lunches, it was noted that the estimated cost is £5 per head, with an average attendance of 20, giving a potential contribution of approximately £100 per session. Members noted that there is a grant budget of £3,000.

Resolution: It was agreed that the Fellowship Group should complete a grant application form to cover funding for the full year.

29/27 PLANNING

a. To consider any planning applications received

| Ref | Address | Details |
|------------------|--|--|
| ZG2026/0191/TELC | Telecommunication Mast Ref 15867 Wath Lane Ulleskelf | Prior notification for the installation of replacement 22.5m monopole mast with headframe to accommodate 2 no. antenna and ancillary radio equipment and 2 0.3m and 1 no. 0.6m transmission dishes along with no. replacement equipment cabinet in existing fence compound and ancillary development thereto |

The above item was accidentally duplicated from the previous meeting

b. To note any planning decisions

| Ref | Address | Details |
|------------------------------------|--|---|
| ZG2026/0114/PIP REFUSED | Wharfedale Cottage, Wath Lane, Ulleskelf | Permission in principle for new 2 storey detached semi dwelling with garage |
| ZG2025/0339/CPE APPROVED | Leeds East Airport, Busk Lane, Church Fenton | Lawful development certificate for the temporary use of land for up to 28 days per year as a young driver training area |

Resolution: Council noted the planning decisions

c. To consider any outstanding planning matters

Leeds East Airport – to consider an update from the ICO regarding the FOI request

The Clerk reported that the Information Commissioner’s Office (ICO) has upheld the appeal and instructed the Council to release further information. The content of the additional information is not yet known and is expected to be provided on 15th May.

Resolution: To consider the matter further at the next meeting.

30/27 FINANCE

a. Bank Reconciliation

To review and confirm the bank reconciliation for April 2026

Resolution: The Council reviewed the bank reconciliation for April 2026 and noted the net position as £123,255.79 on the 30th April 2026

b. Receipts – To note monies received

| Supplier | Description | Total |
|-------------------------|--------------------------------------|------------------|
| Tenant | Garage Rental | £40.00 |
| HMRC | VAT Refund | £6833.00 |
| North Yorkshire Council | Precept – 1 st Instalment | £15675.00 |
| North Yorkshire Council | Grant – Wildlife Group | £1000.00 |
| Total | | £23548.00 |

Resolution: The Council noted the receipts

c. Payments made between meetings - To note the following payments

| Supplier | Description | Total |
|--------------|-------------|-----------------|
| Greenbarnes | Noticeboard | £1835.68 |
| Talk Talk | Broadband | £34.11 |
| Total | | £1869.79 |

Resolution: The Council noted the payments made between meetings

d. Schedule of Payments

To consider and approve the schedule of payments up to the 8th May 2026 and any additional received prior to the meeting

| Supplier | Description | Total |
|-------------------------|---------------------------------|----------|
| Parish Clerk | Salary | £566.22 |
| EDF Energy | MUGA Electric | £35.05 |
| Clear Council | Insurance (Subject to approval) | £1558.81 |
| Moles Seeds | Seeds | £67.57 |
| North Yorkshire Council | Annual Energy Charge 2025-26 | £1719.32 |
| North Yorkshire Council | Annual Maintenance 2025-26 | £287.68 |
| C Clayton | Pump Storage | £270.00 |
| C Clayton | Old RAF Base Grass Cutting | £36.00 |

| | | |
|-------------------------|--------------------------|-----------------|
| SADRUG | Annual Membership | £30.00 |
| Clare Smith | Internal Audit | £120.00 |
| Amazon (Clerk) | Wildlife group – tools | £82.17 |
| Emorsgate Seeds (Clerk) | Wildlife group – seeds | £23.95 |
| SLCC | Clerks annual membership | £86.02 |
| Total | | £4882.82 |

Resolution: The Council considered the Clerks SLCC membership and agreed to contribute **£86.02**

The Council approved the schedule of payments presented

- 31/27** To receive an update on ongoing matters not covered elsewhere on the agenda
None
- 32/27** To note and consider correspondence received.
None
- 33/27** To note items for inclusion on the agenda for the next meeting
None
- 34/27** To confirm the date of the next meeting – **11th June 2026**

The meeting closed at 9.01pm

Signed

Cllr J Adamson, Chairman

11th June 2026