



Official Minutes of an Ordinary Council Meeting of ULLESKELF PARISH COUNCIL

Date: 10th September 2026

Time: 7:00pm

Venue: Ulleskelf Village Hall, Main Street, Ulleskelf

Present: Cllr Adamson (Chair), Cllr Parkes, Cllr Caruana, Cllr Lowe, Cllr Smith, Cllr Collins, Cllr Ellis and the Clerk.

County Cllr Lee

Five members of the public were in attendance

The meeting opened at 7.03pm

MINUTES

82/27 APOLOGIES

To receive apologies and consider accepting the reasons for absence

None

83/27 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

84/27 PUBLIC OPEN FORUM

None

85/27 MINUTES

To approve the minutes of the Parish Council meeting held on the 13th August 2026 as a true and accurate record

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

86/27 CO-OPTION

a. To consider applications from eligible residents to fill the current vacancy on Ulleskelf Parish Council

The Council considered one application received from Guy Ellis for the current vacancy.

Councillors introduced themselves to the applicant, who was given an opportunity to provide information about himself and his interest in becoming a Parish Councillor.

b. To consider and approve the co-option of an eligible applicant and receive the required statutory documentation

Resolution: The Council resolved to co-opt Guy Ellis to fill the current vacancy. He signed the required statutory documentation and joined the meeting as a Councillor.

87/27 HIGHWAYS MATTERS

To consider any highways updates and determine any action

Cllr Collins reported vegetation overgrowth on Bell Lane with the Highways Representative during their recent visit to the village. Cllr Caruana reported that a VAS sign on Busk Lane had been relocated.

Cllrs raised concerns regarding blocked drains and poor road surfacing with County Cllr Lee.

County Cllr Lee advised that individual issues should be reported through the County Council's reporting portal, as multiple reports can assist in progressing works.

Resolution: Cllrs to provide photographs of the blocked drains to the Clerk.

Clerk to report the blocked drains and chase the recalibration of the New Road VAS sign.

88/27 SPORTSFIELD/RECREATION FACILITIES

a. To note any updates

Cllr Lowe reported that the MUGA notice still required reinstating and that weeds around the edge of the MUGA required clearing.

The Clerk reported that the broken bus shelter panel had been chased and would be replaced within the following week.

Resolution: The Council agreed to change the MUGA access code and review this arrangement in three months.

Actions: Cllr Lowe to reinstate the notice and clear the weeds around the MUGA. Sportsfield admin to arrange the MUGA code change.

- b. To consider matters relating to the maintenance of the play park

Cllr Adamson advised that weeding will be carried out at the park and raised concerns about overgrown vegetation on the adjoining land intended for the community orchard.

The Clerk reported that the company previously appointed for the play park repairs is now only undertaking inspections. New quotations will therefore be required for repairs and full replacement.

The annual safety inspection is due the following week.

County Cllr Lee advised that locality funding may be available if required.

Resolution: Cllr Caruana to forward the mural quotation to the Clerk for inclusion on the next agenda.

89/27 VILLAGE IMPROVEMENTS

- a. To receive and consider updates regarding planters, benches and other village assets

The new benches are due to arrive tomorrow and will require assembly.

The Clerk provided an update on discussions regarding permission to site additional benches on Busk Lane and Church Fenton Lane, no definitive response has yet been received.

The Clerk continues to seek permission to replace the railway bus shelter.

The Council noted that the annual rent for the land on Ings Road used for the bus shelter is 5p, payable to the local landowner.

- b. To receive and consider an update on the requirements for the Christmas lighting scheme

No update was available from the lighting company or North Yorkshire Council regarding permission to use the streetlights on Church Fenton Lane.

Action: The Clerk to circulate the street lighting maps to Councillors to prepare two proposed location plans: Option A, using Parish Council assets only, and Option B, including North Yorkshire Council streetlights on Church Fenton Lane.

Resolution: The item was deferred to the next meeting.

90/27 COUNCIL ADMINISTRATION

- a. To receive and consider an update from the Clerk on actions arising from previous meetings

The Clerk reported that MP Sir Alec Shelbrooke was unable to attend due to parliamentary commitments but remains available to assist the Council.

The Council considered replacement batteries for two defibrillators, estimated at £305 each, and noted that new units may be more cost-effective.

The Clerk reported that the bus shelter panel replacement had been delayed, but the contractor expected to complete the work within the following week.

The Clerk confirmed that the field at Cawood Crescent is privately owned. The Council discussed whether to contact the landowner to request that the paths be maintained or to arrange for the paths to be cut.

Resolution: The Council resolved to arrange for the paths to be cut and authorised Cllr Adamson to instruct a contractor to undertake the work.

Clerk and Cllr Adamson to review defibrillator replacement options and costs. Clerk to approach County Cllr Lee regarding potential funding.

- b. To consider a contribution towards the Clerk's printer

Resolution: To approve £30.00 towards the Clerk's printer

- c. To note the NJC pay award 2026/27

Resolution: The Council noted the NJC national annual pay award for 2026/27.

91/27 WILDLIFE GROUP

- a. To receive and consider the ecology survey for the community orchard site

The Wildlife Group advised that clearance is planned for mid-October, with planting planned for late December/early January.

Resolution: The Council noted the ecology survey and raised no concerns.

- b. To receive and consider the TPO report

The Wildlife Group proposed a community stewardship model, noting that this approach is recommended by the Tree Council. The Wildlife Group advised that the model would require a Parish Council representative to

work with the Group.

Resolution: The Council resolved to proceed with the community stewardship model.

Action: The Council to determine how the stewardship model will be taken forward and advise the group.

- c. To consider a request for antecedent authority to act from the group

The Clerk advised Council that the Wildlife Group's proposal could not be approved in its current form and outlined the legal and governance considerations.

Resolution:

- Retain the current arrangements, with extraordinary meetings being held where urgent matters require Council approval before the next scheduled meeting
- Review and amend the Scheme of Delegation to provide the widest appropriate authority for the submission of grant applications between meetings, where permitted by law and subject to appropriate limits.

Action: Clerk to prepare proposed amendments to the Scheme of Delegation for consideration at the next meeting

92/27 PLANNING

- a. To consider any planning applications received

Ref	Address	Details
26/04273/FUL	2 St Johns Court Church Fenton Lane Ulleskelf North Yorkshire LS24 9TU	Single storey extension to the rear of the property

Resolution: Council had no comments

- b. To note any planning decisions

Ref	Address	Details
ZG2026/0114/PIP Appeal dismissed	Wharfedale Cottage Wath Lane Ulleskelf	Permission in principle for new 2 storey detached single dwelling with garage

Resolution: Council noted the appeal dismissal

- c. To consider any updates in relation to planning matters at Leeds East Airport

County Cllr Lee reported ongoing concerns raised by residents regarding HGV movements, aircraft activity and planning enforcement at Leeds East Airport. He advised that he continues to raise these matters with North Yorkshire Council.

The Council discussed concerns regarding the management and enforcement of planning matters at the airport and the ongoing correspondence with North Yorkshire Council.

Resolution: The Clerk to provide County Cllr Lee with a copy of North Yorkshire Council's latest correspondence regarding the Parish Council's complaint and advise that the matter has been logged as a Stage 1 complaint.

93/27 FINANCE

- a. To receive and consider the bank reconciliation for August 2026

Resolution: The Council received the bank reconciliation and noted the net position as £110,315.04 on the 31st August 2026

- b. Receipts – To note monies received

Supplier	Description	Total
Tenant	Garage Rental	£40.00
Flood Group	Fundraising	£23.40
		£63.40

Resolution: The Council noted the monies received

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

Supplier	Description	Total
Unity Trust Bank	Service Fee	£7.00
Talk Talk	Village Hall Broadband	£34.11
NBB Furniture	Outdoor furniture	£3030.00
Brendan Clark	Wildlife group printer ink	£38.97
		Total £3110.08

Resolution: The Council noted the payments made between meetings

- d. Schedule of Payments

To consider and approve the schedule of payments up to the 4th September 2026 and any additional received prior to the meeting

Supplier	Description	Total
Parish Clerk	Salary, backpay and work from home allowance	£678.13
EDF Energy	MUGA Electric	£32.49
Methodist Circuit	Community Lunches	£205.00
Parish Clerk	Land registry documents	£14.00
PKF Littlejohn	External Audit	£378.00
Total		£1307.62

Resolution: The Council approved the schedule of payment presented

- 94/27** To note items not otherwise included on the agenda, for information only
- **WorkDrive:** Access issues for some Councillors were noted and are to be investigated.
 - **Church Fenton Lane:** A fridge left outside the council house near The Barley Horn had been reported to North Yorkshire Council, who advised that it would be removed.
 - **Middleton Terrace:** A vehicle reported as potentially abandoned had been reported to North Yorkshire Council, who are looking into actions.
 - **Bench:** Cllr Adamson had measured the required timber and will arrange for the necessary materials and fixings to complete the repair.
 - **Noticeboard:** Provision of a QR code was discussed.
 - **West End Gate:** gate is broken. Clerk to report to North Yorkshire Council
- 95/27** To note and consider correspondence received
None
- 96/27** To note items for inclusion on the agenda for the next meeting
None
- 97/27** **VILLAGE GROUPS**
- To receive updates from village community groups, with up to 10 minutes allocated to each group, followed by a general discussion
- Village Hall**
- The Village Hall reported that actions were being taken to address children running on the stairs, including securing the upstairs area and considering additional protection to the upstairs window.
- Repairs to the hot water systems in both toilets were scheduled for the following week, together with refurbishment works to the toilets where possible.
- The Village Hall Beer Festival will take place on the 3rd October. It was confirmed that barrel sponsorship is available and that advertising space remains available in the programme.
- The Council discussed broadband provision for the Village Hall. It was confirmed that an application in the Village Hall's name could allow access to charitable rates.
- Flood Group**
- The Flood Group reported that the pump service was due in November. A repair to the pump remains outstanding and the Group is continuing to seek a contractor.
- The Group raised issues regarding its risk assessment, including arrangements for responsibility for tasks and lone working. The provision of appropriate PPE was also discussed, with the Clerk advising that where PPE is identified as necessary within the risk assessment, responsibility for its provision lies with the Parish Council.
- Sports and Social**
- The Sports and Social Group reported that the village brochure had been prepared and requested feedback before circulation and printing. It was agreed that the brochure should be circulated electronically for final comments before printing, with the possibility of delivering copies to households and retaining spare copies at the Village Hall and local shop.
- Cllr Smith offered to assist with the presentation of the brochure. Cllr Collins will provide a paragraph setting out the Parish Council's aspirations for the coming year.
- It was agreed that Cubs and Scouts should be included in the brochure. The inclusion of Brownies was also discussed. Councillors volunteered to assist with delivery.
- A shared shelf at the Village Hall was also suggested for inclusion in the brochure.
- The Group suggested consideration of a full-year events diary.
- The Parish Council will liaise with the Group regarding dates for the Christmas lights switch-on to avoid clashes with other events.

The Sports and Social Group provided an update on forthcoming Saturday Social events:

- September: Wildlife Group update.
- October: First aid and defibrillator training, with places available for up to 20 people.
- November: Shoebox appeal, Wildlife Group bird box activities and presentation of the wildlife art competition results.

The Group asked whether the Parish Council would attend the Saturday Social events in some capacity, and the Council confirmed that it would.

Sportsfield Admin

The administrator reported that 33 households are currently registered for MUGA access. The registration process has been simplified and is working well. The administrator maintains a contact list for notifications of code changes or closures. The registration confirmation email has also been amended to remind users to close the gate.

The operation of the MUGA floodlights was discussed. The current method of switching the lights off using vehicle headlights was noted.

The access code will be changed to assess whether this resolves the issue.

General Discussion

Upcoming community activities were discussed, including the Pop-Up Pub, Saturday Social events, Wildlife Group updates, first aid and defibrillator training, the shoebox appeal, bird box activities and the wildlife art competition.

The next village groups meeting was suggested to include refreshments.

The value of bringing the village groups together was acknowledged.

The possibility of identifying funding for brochure printing was discussed, including approaching County Cllr Lee.

A local landowner asked about the Parish Council's contribution towards maintaining a permissive footpath.

The Council confirmed that it remains willing to continue the existing arrangement.

Recent hedge-cutting works undertaken by a local landowner were noted, along with the need to clarify responsibility for hedge maintenance near Stanhope Gardens.

A possible dip in the road beyond the railway bridge was raised. The matter will be kept under review.

The Clerk apologised about technical issues with the Council's mailing list and advised that they are being investigated.

Actions:

- Cllr Smith to assist with the presentation of the village brochure.
- Cllr Collins to provide a paragraph on Parish Council aspirations for the brochure.
- Clerk to provide Sports and Social with a list of Parish Council defibrillators.
- Clerk to investigate whether North Yorkshire Council can provide an up-to-date list of parish properties.
- Clerk to contact the relevant landowner regarding ongoing responsibility and maintenance for the verge hedge on the Stanhope side.
- Clerk to continue investigating the mailing list/agenda distribution issue.

98/27 To confirm the date of the next meeting – 8th October 2026

The meeting closed at 9.40pm

Signed

Cllr J Adamson, Chairman

8th October 2026